

DLAM 7000.5 CONTRACT ADMINISTRATION SERVICES ACCOUNTING PROCEDURES
PART 16 CHAPTER 1
PARAGRAPHS 113 - 155

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16.113 UNMD040C - CONTRACT ABSTRACT - RECONCILIATION

a. Data Summary

PURPOSE:	To provide visibility to the Financial Elements of contractual terms and conditions for those contracts that did not pass the Reconciliation of Contracts Validation.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification
PAGE BREAKS:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number

16.113 UNMD040C - CONTRACT ABSTRACT - RECONCILIATION (CONT'D)

b. Sample Report

REPORT NUMBER UNMD040C DATE 96 NOV 08 PAGE 1

CONTRACT ABSTRACT-----RECONCILIATION

REASON FOR REQUEST C000001 RGS MOD/CALL/NAME
FAA CYCLE GEN

PIIN N00163 89 D0001 SP1IN 0020 ORG CODE GD WPNS-CD/ACAT-CD: ZZZZ WPNS SYSTEM: VERIFY WEAPONS CODE AS OF 96 NOV 08

CONTRACTOR DATA

TYPE	CAGE	FACIL	NAME	SYSTEMS DESIGN AND ANALYSIS	CITY	STATE	ZIP CODE
B	1JN41		1JN41	INDIANAPOLIS	IN	46219	

CONTRACT DATA

PRT SEC ASG KND TYP ACO PA IS/PC CRIT DMS RTG PS COMM IRS IND I/A SCL UNL DEP BA ISS BY ADM BY PAY OFF NOUN PROC DATE
A 2 P 6 J GHB G08 GJN DOA7 9 A7 N 2 U N FB N00163 S1501A SC1022 SERVICES 96 NOV 08

EFFECTIVE SIGNATURE RECEIVED FIN DEL SCH FINL SHIP FINL ACCT PHYS COMP OVERAGE EST CLOGG FINL VOU FINAL PAY CLOSED DT
90 JUN 11 90 JUN 11 90 JUN 13 90 OCT 09 96 NOV 08 96 NOV 08 97 MAY 31

NOTEBOOK INDS

TOTAL AMOUNT OF CONTRACT TOTAL OBLIGATION \$9,050.92 ODO OBLIGATION \$9,050.92 UNLIQUIDATED OBLIG \$143.20 UNLIQUIDATED PRG PAY \$.00

FINANCIAL DATA

PAYEE ADDRESS SYSTEMS DESIGN & ANALISTS 8189 EAST 21ST STREET INDIANAPOLIS IN 46219

S AC C RN FC 4 AA M4 LIM/ SUBH ACCOUNTING CLASSIFICATION NH2D 000777700001632F00000016A420017000 CPN MULTI NON CLIN/ C CHG OBLIGATED UNLIQUIDATED AMOUNT \$9,050.92 \$143.20

LINE ITEM / SCHEDULE DATA

CLIN/ SUB	SPN	NAT'L STOCK NO.	NOUN	FOB O/R	TOT ON ORDER	E	SVC COMP DT	E	UNIT PRICE	E	LNE	PROC DT
ELIN L/I	REC	PART NO/SERVICE	LNE ACRN	I/A U/R UM	TOT SHIPPED	TOT ACCEPTED			FAA DT			
BASIC CLIN	MILSTRIP	SCH ACRN SHP TO MKR FOR	SCHD QTY	E	SCHED DATE	E	MOD NO	MOD DATE	SCH	PROC DT		
0001	N	SERVICES	AA DD	JB	1	0		\$0.00000			96 NOV 08	
			AA DD								90 AUG 01	

c. Report Element Description

REPORT ELEMENT

ELEMENT DESCRIPTION

REPORT NUMBER UNMD040C

Contract Abstract - Reconciliation Report.

NOTE: This report will be produced whenever a contract fails to pass the Reconciliation of Contracts Validation. The report format will be identical to the Contract Data Segment, Financial Data Segment, Line Item Schedule Data Segment, Shipment Data Segment, and Applied Modification Segment of Report UNMD040D. For a complete description of each report element refer to the applicable sections of UNMD040D.

IRSIND

IRS INDICATOR (1A) - This field indicates whether the contract meets all criteria for IRS 1099 reporting requirements. A Y indicates yes and a N indicates no.

16.114 UNMD040D - CONTRACT ABSTRACT - INQUIRY RESPONSE

a. Data Summary

PURPOSE:	Depending upon the extent of the inquiry made the Abstract will show all data currently included in the system for a particular contract, including Line Item schedule and shipment data, and F.O.B. points for the Line Items. May be used by Contract Administration or Production to verify and/or correct data system content.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	PIIN/SPIIN
PAGE BREAK:	PIIN/SPIIN

16.114 UNMD040D - CONTRACT ABSTRACT - INQUIRY RESPONSE (CONT'D)

b. Sample Report

REPORT NUMBER	UNMD040D	DATE	96 NOV 08	CAO CODE	GD	PAGE	1
REQUESTED ABSTRACT REPLY		REQUEST DATE	96 NOV 08	FOR CNTRCT		TO REQUESTOR	CSC C
CONTRACT ABSTRACT-----INQUIRY REQUESTED							
REASON FOR REQUEST	RGSC000001	SYM	MOD/CALL/NAME	ORG CODE	GD	WPNS-CO/ACAT-CO	ZZZZ
			CSC CHANGE			WPNS SYSTEM: VERIFY WEAPONS CODE	AS OF 96 NOV 08
P.I.N	MDA903 88 CO400	SPI	IN				
CONTRACTOR DATA							
TYPE	CAGE	FACIL	NAME	CITY	STATE	ZIP CODE	
Z	8A919		HUDSON INSTITUTE INC	INDIANAPOLIS	IN	46226	
CONTRACT DATA							
PRT SEC	ASG KND TYP	ACO	PA	IS/PC	CRIT	DMS RTG	PS
A	3	P	2	U	DA5	WJX	
						DOA4	2 A4
EFFECTIVE	SIGNATURE	RECEIVED	FIN DEL	SCH	FINL	SHIP	FINL
87 NOV 16	87 NOV 16	87 DEC 09	88 NOV 16	88 AUG 08			
CONTRACT DATA							
TOTAL OBLIGATION				TOTAL OBLIGATION		TOTAL OBLIGATION	
\$149,218.00				\$50,000.00		\$50,000.00	
NO CONTRACT PROVISIONS REQUESTED				NO CONTRACT PROVISIONS REQUESTED		NO CONTRACT PROVISIONS REQUESTED	
NO CONTRACT REMARKS REQUESTED				NO CONTRACT REMARKS REQUESTED		NO CONTRACT REMARKS REQUESTED	
NO FINANCIAL DATA REQUESTED				NO FINANCIAL DATA REQUESTED		NO FINANCIAL DATA REQUESTED	
NO LINE ITEM / SCHEDULE DATA REQUESTED				NO LINE ITEM / SCHEDULE DATA REQUESTED		NO LINE ITEM / SCHEDULE DATA REQUESTED	
NO APPLIED MODIFICATIONS REQUESTED				NO APPLIED MODIFICATIONS REQUESTED		NO APPLIED MODIFICATIONS REQUESTED	
NO SHIPMENT DATA REQUESTED				NO SHIPMENT DATA REQUESTED		NO SHIPMENT DATA REQUESTED	
NO NOTEBOOK DATA REQUESTED				NO NOTEBOOK DATA REQUESTED		NO NOTEBOOK DATA REQUESTED	
NOTEBOOK INDS							

LAST PAGE

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMD040D	Contract Abstract - Inquiry Response Report
DATE	Report date (YYMMDD).
CAO CODE	Contract Administration Office Organization Code to which the report is being routed. (Except will not appear on cycle generated reconciliation abstract - UNMD040C.)
PAGE	Page number.
PIIN	Procurement Instrument Identification Number (the contract number).
SPIIN	Supplementary Procurement Instrument Identification Number is the number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number commencing with 0001); (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreements (BPA) (four position alphanumeric serial number); or (3) modifications to contractual documents (six position alphanumeric serial number for contracts, BOAs or BPAs and a two position serial number for calls/orders).
ORG CODE	Contract Administration Office Organization Code of the office responsible for administering the contract.
*	Asterisk will appear after the ORG Code to denote contracts existing prior to DBMS Phase II implementation. Therefore, the asterisk will alert the user that this was a converted contract and all data base elements may not be available.
AS OF	Date of last action against contract, call or order.

REPORT ELEMENTELEMENT DESCRIPTION

MODIFICATION DATA

Modification section will appear on the report if applicable to the contract. (If the message ** MULTI-MOD ACTION ** appears it indicates multiple MODS have been processed against the contract in this cycle.)

MOD EFF DATE

Modification Effective Date (YYMMDD).

MOD ISS BY

DoDAAD Code of the organization issuing the MOD.

MOD SIGN DATE

The date the modification was signed (YYMMDD).

MOD ADMIN BY

DoDAAD Code of the organization responsible for administering the contract.

MOD RCV DATE

Date the modification was received by the DCMD (YYMMDD).

KIND OF MOD

Kind of Modification Code followed by an In-The-Clear description of the kind of modification. A complete list of the kinds and explanations are contained in part 15, appendix 29 of this manual.

MOD AUTHORITY

Will cite the contract clause(s) giving the contracting officer the authority to implement this modification.

CONTRACT DATA

Contract Data section.

PN

Contract Administration Reporting Part Number Code relates to the CAR part A, B, C, or D (each requiring different levels of contract administration) that this contract has been assigned. For an explanation of each CAR Part Number see part 15, appendix 13 of this manual.

SN

Contract Administration Reporting Section Number is a code assigned to a procurement instrument that depicts the status of a contract during its life cycle. A list of the codes and explanations are contained in part 15, appendix 11 of this manual.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
AC	Contract Assignment Code depicting the type of administration responsibility assigned to a contract. For a list of the codes and explanations see part 15, appendix 12 of this manual.
ACO	The assigned Administrative Contracting Officer Identification Code.
IS/PCC	A locally assigned code identifying a specific Industrial Specialist or Progress Control Clerk to whom the contract is assigned for surveillance.
PA	A locally assigned code identifying a specific Property Administrator responsible for administering any Government Property applicable to a contract.
CAGE	Commercial and Government Entity (CAGE) Code assigned to identify each contractor separately.
CONTR FACIL	The identity code of the facility at which the work is to be performed. When more than one facility will be involved in performing the contract a 9 will appear in this field.
TYPE CONTR	The classification of contractors in accordance with the DAR. For a list of the codes and explanations see part 15, appendix 7 of this manual.
CONTR NAME	In-The-Clear contractors name.
CITY	Contractors address.
STATE	
ZIP CODE	
ADMIN BY	DoDAAD Code of the organization responsible for administering the contract.
ISSUED BY	DoDAAD Code of the office submitting the contract data.
CA FUNCTIONS	Contract Administration functional limits indicate that partial administration responsibilities have been assigned to the DCMD. For a list of the codes and explanations, see part 15, appendix 21 of this manual.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
BA	Buying Activity.
DEPARTMENT CODE	A code used for Service Agency Designation. A list of the department codes are contained in part 15, appendix 6 of this manual.
CONTRACT KIND	Kind of Contract reflects the basic intent of the contract such as procurement of supplies, research, etc. A list of the codes and explanations are contained in part 15, appendix 8 of this manual.
CONTRACT TYPE	Type of contract identifies the specific kind of contract pricing provisions. A list of the codes and explanations are contained in part 15, appendix 9 of this manual.
SECURITY CLASS	Security Classification used to show if a Security Classification has been assigned to the procurement instrument. The field will be Coded C if the documents are classified or Coded U if not classified.
UNIL CODE	Unilateral Contracts/Purchase Orders are characterized by the absence of the contractor's signature. Will be Coded U when a UNIL applies; otherwise, will be blank.
COMM CODE	Commodity Code designates a grouping of supplies, construction, or other services with QA responsibilities. A listing of the codes and explanations are contained in part 15, appendix 2 of this manual.
IRS IND	IRS INDICATOR (1A) - This field indicates whether the contract meets all criteria for IRS 1099 reporting requirements. A Y indicates yes and a N indicates no.
DMS	Defense Material System Rating. The DMS requires prime contractors of defense agencies, their subcontractors and suppliers to employ the priority powers of the Defense Production Act on their purchase orders for products and materials needed to complete production, construction, and research and development schedules for defense programs. Under DMS, defense contractors must identify their defense orders by placing the appropriate program identification and certification on their purchase orders. Such properly identified

REPORT ELEMENT

ELEMENT DESCRIPTION

defense orders must be given delivery preference over nondefense business by the suppliers who receive them. The DMS rating also permits a contractor to procure and use Authorized Controlled Material (ACM). Two types of ratings are authorized, a DO rating and a DX rating. Ratings must contain the prefix DO or DX as the case may be, followed by the appropriate program identification. A complete listing of the DMS Rating Codes are contained in part 15, appendices 16 and 17 of this manual.

CRIT DSGN

Criticality Designator Code designates the degree of importance to the Government of supplies or services under contract. The lowest designator consistent with the Government requirements shall be assigned. For a list of the codes and explanations see part 15, appendix 27 of this manual.

PROD SURV

Production Surveillance Code identifies the degree of progress surveillance to be performed by the Contract Administration Services Activity. The category codes are normally assigned based on the urgency, priority, price of the procurement, or the contractor performance history. A list of the PS Codes and explanations are contained in part 15, appendix 18 of this manual.

I/A

Inspection/Acceptance F.O.B. Code indicates the inspection and acceptance points specified in the award for the contract line item(s). A list of the codes and explanations are contained in part 15, appendix 23 of this manual.

NOUN

Represents the first eleven positions of the name and/or description of the item being procured.

EFF DATE

Effective Date or order date (YYMMDD).

SIGN DATE

Signature Date (YYMMDD).

RECV DATE

Date the procurement instrument was received at the DCMD (YYMMDD)

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
PROCESSED DATE	The date the contract data was processed into the system.
PAYG OFC	The DoDAAD Code of the Paying Office.
FINAL DELIVERY	Final Delivery schedule date represents the latest date on file for the contract to be completed (YYMMDD).
FINAL ACCEPTANCE	The date on which the final line item or increment of shipment was delivered (YYMMDD).
OVERAGE	The date all closing actions are scheduled for completion (YYMMDD). It is computed from the final acceptance date as follows: (1) FP unilateral contract value under \$10,000 - three months; (2) All other fixed price contracts except (1) above - six months; (3) Cost Reimbursement Contracts requiring settlement of overhead rates - 36 months; (4) All other contract types - 20 months.
EST CLOSING	Date established for contract closing when an overage condition occurs relative to final completion of a contract (YYMMDD).
FINAL PAYMENT	The date of the voucher reflecting final payment of the contract (YYMMDD).
FINAL VOUCHER	The Final Payment Voucher Number.
FINAL SHIPMENT	The date the contractor made Final Shipment on the contract (YYMMDD).
PHYS COMPLETION	The date when the contractor has completed delivery and acceptance has been made (YYMMDD).
CLOSED	The date the contract moved to section 5 (YYMMDD).
TOTAL AMOUNT OF CONTRACT	The face value of the contract in dollars and cents. If no costs are involved the field will be zero filled.
TOTAL OBLIGATION	The amount stated at a contract or call/order level by appropriation, which a Government agency will eventually disburse for goods or services under that contract or call/order.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
ODO OBLIGATION	The amount for a contract call/order that other disbursing offices have obligated.
UNLIQUIDATED OBLIG	The total remaining dollar obligation on a contract or call/order, after disbursements have been made.
UNLIQUIDATED PRG PAY	The total unrecouped progress payments made to the contractor or subcontractor.
ACO CANCEL FUNDS AMOUNT	The total amount of remaining ULO for all ACRNs that contain a canceled fund indicator, which designates that the Appropriation for the ACRN was canceled in a previous fiscal year.
CONTRACT PROVISIONS	Contract Provisions section of the abstract.
DISCOUNT TERMS	Discount Terms offered by the contractor for payments made within stated periods.
%	First discount percentage (if offered by the contractor).
DAY	First discount period in days.
%	Second discount percentage (if offered by the contractor).
DAY	Second discount period in days.
NET	Net discount days.
OTH	Other terms offered by the contractor.
PROGRESS PAYMENT PERCENTAGES	Work-In-Progress Ceiling Percentage is the percentage factor used to determine the maximum total amount payable as progress payments.
US PAY	U.S. Work-In-Progress Payment Percentage is used to establish dollar limitations of progress payment requests for U.S. requirements.
US RECOUP	U.S. Work-In-Progress Recoupment Percentage is the percentage rate at which progress payments are liquidated from invoices submitted.
FMS PAY	Foreign Military Sales Work-In-Progress Payment Percentage is used to establish dollar limitations of progress payment requests for FMS requirements.

REPORT ELEMENT

ELEMENT DESCRIPTION

FMS RECOUP	Foreign Military Sales Work-In-Progress Recoupment percentage is the percentage rate at which progress payments are liquidated from invoices submitted.
QTY VAR O/R	Quantity Variance Over is the percentage of the order quantity for a specific CLIN/ELIN which the contractor can deliver in addition to the ordered quantity.
QTY VAR U/R	Quantity Variance Under is the percentage of the order quantity for a specific CLIN/ELIN which can be undershipped by the contractor.
WITHHOLD DATA	If coded, payment will be withheld due to delay in receipt of technical data.
WITHHOLD NSP	If coded, payment will be withheld until receipt of all not-separately-priced line items are received.
A/A/A CERT	AFO, Auditor, or ACO Approval indicates a requirement for contractor certification of precision components or approval of invoices by Disbursing Officer, Auditor, PCO, ACO, TCO, or USDA certification. For a list of the codes and explanations, see part 15, appendix 33 of this manual.
MAN REV	Mandatory Review of the contract is a required action by the Voucher Examiner for certain types of contracts to determine payment entitlements. For a list of the codes and explanations see part 15, appendix 34 of this manual.
FOB MIN	F.O.B. Origin/Minimum Size of Shipment. This clause of the contract states that the contractor will make shipment in carload or truckload lots in accordance with the delivery schedule. Failure to comply will result in the contractor becoming liable for the increased costs of shipping.

CODE

Blank - F.O.B. origin minimum size shipment clause is not applicable to specified contract.

REPORT ELEMENT

ELEMENT DESCRIPTION

F	- F.O.B. origin minimum size shipment clause is applicable to specified contract.
FOB ESR	F.O.B. Destination/Evidence of Shipment required. This clause states that the contractor will: (1) provide delivery of goods to the destination site at no additional cost to the Government, and (2) attach to this invoice a receipted copy of the appropriate delivery document showing receipt at the destination specified in the contract.
<u>CODE</u>	
Blank - F.O.B. Destination/Evidence of Shipment clause is not applicable to specified contract.	
F	- F.O.B. Destination/Evidence of Shipment clause is applicable to specified contract.
PKG CHG	Packaging Charges authorized is used when the contractor is authorized to bill for packaging or handling as a separate item on the invoice.
<u>CODE</u>	
Blank - Contractor is not authorized to bill for packaging and handling as a separate item on invoice.	
P	- Contractor is authorized to bill for packaging and handling as a separate item on invoice.
VE	Value Engineering clause indicator is an indication as to whether an award contains a Value Engineering clause. This field indicates that each contract item or task has been analyzed to ensure that its essential function is provided at the lowest overall cost; savings to be shared with contractor.

REPORT ELEMENT

ELEMENT DESCRIPTION

CODE

V - Contract includes VE incentive clause.

Y - Contract includes VE program or both incentive and program clauses.

Blank - No VE incentive or program clauses.

TRN CHG

Transportation freight charges authorized is used when the contractor is authorized to bill freight or transportation charges as a separate item on the invoice.

CODE

F - Transportation freight charges authorized by CLIN or Sub-CLIN on the contract.

Y - Transportation freight charges authorized by special provision of the contract.

P - Parcel Post charges are authorized.

GMSW

Guaranteed Maximum Shipping Weight/Dimension clause is used when weight and dimensions are used to evaluate bids or proposals. If delivery exceeds the guarantee, the contract price is reduced an equal amount. Coded G if GMSW clause is applicable; otherwise, will be blank.

LIQ DMG

Liquidated Damages charges authorized will be blank if the clause does not apply. See part 15, appendix 35 of this manual for a list of the codes and explanations.

PAT RTS

Patent/Royalty/Technical Data required when there is a requirement for contractor to submit a patent, royalty or technical data clearance certificate upon completion of contract. For a list of the codes and explanations see part 15, appendix 36 of this manual.

REPORT ELEMENT

ELEMENT DESCRIPTION

SPEC TOOL

Special Tooling. Unique tooling for which the Government acquires full rights under a contract when other than a line item of the contract. If the special tooling clause is applicable, the field will be Coded S; otherwise, it will be blank.

ADV PAY

Advance Payment authorized indicates advance payment can be made to prime contractors or by prime contractors to subcontractors or suppliers prior to, in anticipation of, and for the purpose of complete performance under a contract.

HC RCPT

Hard Copy Receipt Indicator indicates receipt or nonreceipt of hard copy contractual documents for which abstract data has been entered into the system from remote terminals.

CODE

A - Awaiting receipt of the hard copy of the contractual document.

B - The hard copy of the contractual document has been received.

FAPPS STATUS FAPPS DATE

First Article/Preproduction Sample when coded will show a first article requirement. If Coded A in the status, the first article test is complete and the date represents the date of Government acceptance. If Coded F in the status, the first article requirements have not yet been completed and the date represents the due date for accomplishment. If there are no first article requirements on the contract, these fields will be blank.

IBOP

International Balance of Payments.

%

IBOP percentage is the conversion rate of U.S. currency to foreign currency. If there is an IBOP percentage clause in the contract, the field will be Coded P; otherwise, will be blank.

REPORT ELEMENTELEMENT DESCRIPTION

CC	Country Code identifying the territory or nation in which payment will be addressed to the contractor. See part 15, appendix 32 of this manual for the current list of assigned Country Codes.
I	IBOP indicator will be Coded K if an IBOP clause is applicable on this contract; otherwise, will be blank.
CT	IBOP Supplemental Payment Category Codes. See part 15, appendix 37 of this manual for explanations of each code.
CUR	Payment Currency indicates the type of currency specified for payment of the contractors invoice.
N/A	Name and Address indicator will have one of the following codes to describe the type of alternate payee when the contractor name and address in the Contractor Master Address File is different than the payee name and address in the contract.

CODE

Blank - Alternate Payee is not applicable
R - Contractor remittance address
N - Notice of assignment
C - Canadian Commercial Corporation

REMIT ADDRESS	Contractor's remittance address is used to identify Commercial and Government Entity (CAGE) Code where the contractor desires payments to be made if different from the contractor's street address.
FEE AMOUNT	The dollars and cents representing the negotiated amount of profit/fee authorized for performance of a cost-plus-fixed-fee contract.
COST AMOUNT	The amount of monies reimbursable to a contractor for performance based on costs approved by an ACO or auditor in accordance with the terms of the contract.

REPORT ELEMENTELEMENT DESCRIPTION

CONTRACT REMARKS SECTION

SPECIAL CONTRACT
PROVISIONS

A code followed by the related In-The-Clear message(s) identifying certain contract provisions which require specialized attention and handling.

NON CLIN/ELIN PROVISIONS

A code followed by the related In-The-Clear message(s) of requirements expressing contractor responsibilities not directly involving performance on the supply line item(s) or service(s) but for which the contractor may be reimbursed or the Government may collect.

NAR 9

A code followed by the related In-The-Clear message(s) of standard ACO Remarks used to indicate the presence of contract clauses and other contract administration requirements.

NAR 1

NAR 1 section is used with support (secondary) administration type contracts.

PRIME CONTR PIIN

Prime contractor PIIN.

PRIM CONTR SPIIN

Prime contractor SPIIN.

UPPER TIER CONTR NAME

The primary contractor for the support contract.

UPPER TIER CONTR ADDR

The primary contractors address.

NAR 2

NAR 2 section is used only on those contracts assigned for prime administration which are physically complete and are being reported to section 2.

PHYSICAL COMPLETION

The date on which the contractor has completed all deliveries and acceptance has been made (YYMMDD).

FINAL ACCEPTANCE

The date on which the final items on a contract will be completed (YYMMDD).

OVERAGE

The date all closing actions are scheduled for completion (YYMMDD). It is computed from the final acceptance date as follows:

REPORT ELEMENT

ELEMENT DESCRIPTION

	(1) FP unilateral contract value under \$10,000 - three months; (2) All other fixed-price contracts except (1) above - six months; (3) Cost Reimbursement Contracts requiring settlement of overhead rates - 36 months; (4) All other contract types - 20 months.
ESTIMATED CLOSING	Estimated closing date on which a contract will be completed.
REASON CODES	Code(s) used to indicate predominant reason contract will not be closed prior to overage date. A list of the codes and explanations are contained in part 15, appendix 22 of this manual.
NAR 3	NAR 3 section is used to report data on dormant contracts.
FIRST SHOWN REASON CODES	The date a contract first appeared in section 2 of the CAR. Code(s) indicating the reason the contract is dormant. For list of the codes and explanations see part 15, appendix 39 of this manual.
REASON FOR DORMANCY	In-The-Clear remarks relative to the Dormancy Reason Code.
NAR 4	NAR 4 section is reserved for use by the Finance Office in conjunction with its responsibility for the CAR.
FIRST SHOWN	The date a contract first appeared in section 4 of the CAR.
DS&FM REMARKS	In-The-Clear remark explaining the reason(s) the contract was included in CAR section 4.
NAR 5, 6, AND 7 ACO UNCODED REMARKS	NAR 5, 6, 7 sections are used as unrestricted uncoded data input by the ACOs and to portray functional limitations.
NAR 8	NAR 8 section is reserved for use by production when submitting DD Form 375-2 and DD Form 375-5 data containing forecasted delivery schedule data for a delinquent contract.

REPORT ELEMENTELEMENT DESCRIPTION

NAR 8 FREE FORMAT	NAR 8 section Free Format is generated when F is entered on the indicator code.
ACO REMARKS	In-The-Clear remarks.
NAR 8 FIXED FORMAT	NAR 8 section Fixed Format is generated when an S is entered on the indicator code.
TYPE DOC	Type of document being used to identify delinquent contract, as follows: <u>CODE</u> 2 - DD Form 375-2 5 - DD Form 375-5 L - Letter M - Message
DT FWRD	Date the report was forwarded to the PCO (YYMMDD).
DT DELINQ	The date on which performance under a contract became overdue (YYMMDD).
RSN FOR DELAY	Reason for Delay Codes. See part 15, appendix 25 of this manual for a list of the codes and explanations.
FRCST DT	Forecast date represents a new estimated completion date when there is a delay in the contract completion (YYMMDD).
KNEW DATE	Date on which the Industrial Specialist became aware that the contractor would not deliver on time.
ACO UNCODED REMARKS	In-The-Clear uncoded remarks relating to the contract delinquency.
FINANCIAL DATA	Financial data section.
PAYEE ADDRESS	In-The-Clear name and address where payment on the contract is to be made.
SC	Service Code used to identify the service agency designation. A list of the codes and explanations are contained in part 15, appendix 10 of this manual.

REPORT ELEMENTELEMENT DESCRIPTION

ACRN

The Accounting Classification Reference Number is a control number which relates the Long Line Accounting Classification Citation Number to the detail Line Item Schedule information. Under MILSCAP, the ACRN is required to associate the Accounting Classification Trailer Record, the Supplies Schedules Data Record, and the Services Line Item Data Record with the Long Line Accounting Classification. The reference number is also used to associate the various record formats of the contract payment notice.

FC

Fund Codes designate the appropriation of the funds to be charged. This list of current appropriations and related Fund Codes are contained in part 15, appendix 30 of this manual.

APPROP

Appropriation is a combination of alpha- numerics established by the Treasury Department consisting of (1) the department identity, (2) appropriation fiscal year, and (3) the serial number of the appropriation, to account for funds made available for obligation and disbursement from the Treasury. The appropriation is structured as follows: First and second positions - department identity, third and fourth positions - transfer department, fifth position - appropriation fiscal year beginning, sixth position appropriation fiscal year ending, and seventh through tenth positions - Appropriation Fund (field will not contain data until later DBMS Segments).

LIM/SUBH

Limit/Subhead field is a breakdown of a receipt, appropriation, or fund account for a specified purpose.

SUPPLEMENTAL ACCOUNTING
CLASSIFICATION

The portion of the Accounting Classification which identifies any subdivision of the appropriation or accounting identity needed to carry out segments of the various department, service, or agency missions and administer the funds accordingly. This field consists of 36 positions and is defined for each service in part 15, appendix 31 of this manual.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
CPN RECIP	The Contract Payment Notice Recipient is the DoDAAD Code of the accounting station to which the CPN is being sent.
MULTI PAYOFC	If Multiple Paying Offices are involved in payment responsibilities, the DoDAAD Code of the additional paying office will be shown here.
NON CLIN/ELIN PROVISIONS	Provisions expressing contractor responsibilities not directly involving performance on the Supply Line Item(s) or service(s) but for which the contractor may be reimbursed or the Government may collect. A list of the codes and explanations are contained in part 15, appendix 5 of this manual.
CF	Canceled Funds - A letter in this field indicates that the Appropriation for the ACRN was canceled in a previous fiscal year.
TC	Transaction Code indicates the type of action which has been or should be taken with the data to which it applies. For a list of the codes and explanations see part 15, appendix 40 of this manual.
CHG DATE	The latest date that contract elements have been changed by input of appropriate transactions.
OBLIGATED AMOUNT	That amount stated at a contract or call/order level, by appropriation, which a Government agency will eventually disburse for goods or services under that contract or call/order.
UNLIQUIDATED AMOUNT	The total remaining dollar obligation on a contract, call, or order after disbursements have been made.
LINE ITEM/SCHEDULE DATA	Line Item Schedule section.
CLIN/ELIN	This data may refer to the Contract Line Item Number, Subline Item Number, Exhibit Line Item or Sub-Exhibit Line Item Number. The number used will be applicable to the item or service being identified.
SUB LI	Subline Item Number is used to identify separate ship-to locations on a contract line item; otherwise, will be blank.

REPORT ELEMENTELEMENT DESCRIPTION

SPN RECIP

The DoDAAD Code that depicts the activity which is to receive the shipment performance notice as a result of shipment of material or completion of services under a contract.

ACRN

Accounting Classification Reference Number previously described under the financial data section on this report.

QTY VAR O/R QTY VAR U/R

Quantity Variances Over and Under previously described under the contract provisions section on this report.

LD

Liquidated Damages indicator will be Coded A if the contract contains a liquidated damages clause; otherwise, will be blank.

CD

Cash Discount indicator is a code that indicates whether or not the contract contains a cash discount stipulation.

CODE

D - Discount Terms

N - No Discount Terms

FC

Financial Action Code determines a type of financial action to be taken.

CODE

3 - For fixed price type contract for each CLIN/ ELIN paid by local DCMD. Will create accounts payable card and accounts payable record.

4 - CLIN/ELIN does not require payment. Will create a zero dollars accounts payable record.

WH

Withhold Code is a code used to indicate payment being withheld until certain action(s) is complete.

CODE

A - DAR clause 7-104.7 cited in contract and sublines are not separately priced. Payment will be withheld until all NSP lines are delivered.

REPORT ELEMENTELEMENT DESCRIPTION

	B - DAR clause 7-104.9H cited in contract stating that ACO can direct withholding of payment due to delay in receipt of technical data.
UM	Unit of Measure is a two position field indicating a physical measurement or counts of items (foot, length, weight, etc.). A list containing commonly used units of measures and issue are contained in part 15, appendix 38 of this manual.
UNIT PRICE	The cost of each item ordered or received.
EST	Estimated unit price if Coded E. If the unit price was not estimated, this field will be blank.
TOTAL ON ORDER	The cumulative total number of units on order from a line item.
QTY SHIPPED	The total quantity shipped on a line item.
QTY ACCEPTED	The total quantity on this line that has actually been accepted by the destination Government representatives.
QTY SCHEDULED	The quantity of a line item scheduled to be delivered by a given date.
PQA	The Procurement Quality Assurance site at which quality assurance is performed to determine conformance with contractual requirements. Will be Coded D for Destination or S for Source.
AC	The designated acceptance site at which the Government assents to ownership of contract line items.

CODE

	S - Indicates Source/Origin Acceptance. D - Indicates Destination Acceptance.
F.O.B.	The Free On Board site that the contractor agrees to deliver merchandise on board the conveyance without charge to the buyer.

REPORT ELEMENT

ELEMENT DESCRIPTION

CODE

D - Destination
O - Intermediate
S - Origin (Source)

I/A	Inspection/Acceptance Code reflecting I/A requirements. See part 15, appendix 28 of this manual for a list and explanation of the codes.
NSN	National Stock Number assigned under the Federal Cataloging Program to each approved United States Federal Item Identification. It consists of the six digit Federal Supply Classification (FSC), the seven digit assigned National Item Identification and the two position field for management data. In addition, if an NSN is not available a U will be in the first position followed by blanks. If an NSN is not applicable an N will be in the first position followed by blanks. If this item references an EXHIBIT, an N will be in pos. 1, blank pos. 2, EXHIBIT in pos. 3-9, and the rest of field blank. If delivery schedules are applicable to a service line item, an N will be in pos. 1, blank pos. 2, SERVICES in pos. 3-10, and rest of field blank. When a destination acceptance data item is to be sent to multi-destination points, a Z in pos. 1, blank pos. 2, the DoDAAD Code of the acceptance receiving activity in pos. 3-8, and blank the rest of the field.
NOUN	Represents the first 11 positions of the name and/or description of the item being procured as shown on the contractual document.
DESCRIPTION	If the item is a service the field will have a brief description of the procured service.
COMPL DT	The date on which the performance of the contracted service is scheduled to be completed.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
EST	If the service completion date is estimated the field will be Coded E; otherwise, will be blank.
TOT ITM AMT	Supplies item represents the extended value of unit price times order quantity. Services item represents the total value of the service.
FIRST ART	Date the First Article is scheduled to be accepted by the Government (YYMMDD).
PROC DATE	The date the last transaction was processed against this record (YYMMDD).
DELQ DATE	The date on which performance under a contract became overdue (YYMMDD).
DEL QTY	The scheduled quantity that is delinquent against this contract line item.
BASIC CLIN	The number used to identify the ordering of an exhibit for items being procured.
ACRN	Accounting Classification Reference Number previously described on this report under the financial data section.
SHIP 2	DoDAAD Code of the destination point of the item.
MARK 4	DoDAAD Code of the ultimate recipient of the item.
SCHED DTE	The contractual date for delivery of material which will be addressed to the destination shown in the Ship 2 and Mark 4 fields (YYMMDD).
EST	Estimated schedule date. Will be Coded E if estimated; otherwise, will be blank.
MILSTRIP DOC	Military Standard Requisitioning and Issue Procedures. A system of standard data elements, codes, forms and formats for requisition and issue of material, adaptable to both manual and mechanical document preparation, transmission and processing. When used in a contract indicates a MILSTRIP requisition resulted in a new procurement or amendment to a

REPORT ELEMENTELEMENT DESCRIPTION

	contract. This field consists of: (1) Service (position 1), (2) requisitioner (positions 2-6), (3) Julian year (position 7), (4) Julian day (positions 8-10), (5) Serial number (positions 11-14).
SUF	MILSTRIP Document Number Suffix is used to designate incremental satisfaction of a MILSTRIP requisition.
TRNS	Transportation priority assigned to a shipment showing precedence of handling and method of material movement within the defense transportation system.
MOD NBR	Modification Number if the Line Item/Schedule data has had a modification applied.
MOD DATE	Effective date of the modification (YYMMDD).
PROC DATE	The date that the last transaction was processed against this record (YYMMDD).
SCHED QTY	The total quantity scheduled for delivery for this line.
UPDT	Update indicator used to show that a line item record has been updated into the data base. If the schedule has been updated, a 1 will appear in the field, if not, a 0 will appear in the field.
APPLIED MODIFICATIONS	Applied Modifications section showing all modifications to a contract.
MOD #	Modification Number.
KOM	Kind of Modification Code. A complete list of the codes and explanations are contained in part 15, appendix 29 of this manual.
STAT	Modification Status Codes.

REPORT ELEMENT

ELEMENT DESCRIPTION

CODE

R - Rejected (Validation)
U - Unprocessed
P - Processed
M - Missing
B - Backlog

HC

Hard Copy receipt indicator indicates receipt or nonreceipt of hard copy contractual documents for which abstract data has been entered into the system from remote terminals.

CODE

A - Awaiting receipt of the hard copy of the contractual document.

R - The hard copy of the contractual document has been received.

SHIPMENT DATA

Shipment Data section.

STAT

A code that indicates the current status of the record.

CODE

B - Record deleted from the recycle file.

C - Corrected Record from the recycle file.

M - Processed record from the recycle file.

P - Delivery record that processed normally.

Q - Processed record from the recycle file that is 180 days or older.

R - A delivery transaction that is recycling because it contains acceptable errors.

Z - A processed delivery transaction that is canceled.

SHIP NBR

Contractor assigned shipment number.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
CLIN SI	Contract Line Item Number and Subline Item Number previously described on this report under Line Item schedule section.
MILSTRIP DOC	MILSTRIP document number previously described in this report under the Line Item schedule section.
SHIP 2	DoDAAD Code of the destination point of the item.
MARK 4	DoDAAD Code of the ultimate recipient of the item.
DIVERT	DoDAAD Code of the diverted shipment site.
P	The procurement quality assurance site at which quality assurance is performed to determine conformance with contractual requirements. Will be Coded D for Destination or S for Source.
A	The designated acceptance site at which the Government assents to ownership of contract line items.
	<u>CODE</u>
	S - Indicates Source/Origin Acceptance. D - Indicates Destination Acceptance.
F	The Free on Board site that the contractor agrees to deliver merchandise on board the conveyance without charge to the buyer.
	<u>CODE</u>
	D - Destination O - Intermediate S - Origin (Source)
PER AT	The DoDAAD Code of the activity at which services were performed.
SHIP DATE	The date the material was shipped (YYMMDD).
SHIP QTY	Total quantity of items shipped.
SPN/PK5	Transmittal date of the PK5 and/or Shipment Performance Notice was sent (YYMMDD).

REPORT ELEMENTELEMENT DESCRIPTION

PK5 FOLUP

PK5 followup date (YYMMDD).

PKN/P/Q

PKN/PKP/PKQ received date (YYMMDD) of
DARTS acceptance reports.

I

PKN/PKP/PKQ indicator shows types of DARTS
acceptance reports.CODE

N - Solicited
P - Unsolicited
Q - Local
Blank - None received

SPNRCP

The DoDAAD Code of the activity which is
to receive the shipment performance notice
as a result of shipment of material.

16.115 UNMD040E - CONTRACT ABSTRACT - CONTRACT CLOSING

a. Data Summary

PURPOSE:	To provide a closing contract abstract for the contract file.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
PAGE BREAKS:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number

b. Sample Report

16-1-709

c. Report Element Description

REPORT ELEMENT

ELEMENT DESCRIPTION

REPORT NUMBER UNMD040E

Contract Abstract - Contract Closing
Format Code.

NOTE: A complete Contract Abstract will be generated whenever a contract moves to CAR, section 5. All remaining report elements are identical to the Contract Abstract Inquiry Request - UNMD040D. For a complete description of each report element refer to the report element descriptions of UNMD040D. Occasionally, the contract closing abstract may show a quantity balance or remaining unliquidated obligation, but a Q final deobligation transaction (CCN) has been automatically generated and the abstract is output before the accounting classification level data has been updated.

IRS IND

IRS INDICATOR (1A) - This field indicates whether the contract meets all criteria for IRS 1099 reporting requirements. A Y indicates yes and a N indicates no.

16.116 UNMD040F - CONTRACT ABSTRACT - PIIN/ORG CHANGES

a. Data Summary

PURPOSE:	To provide a contract abstract for PIIN/ORG changes.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
PAGE BREAK:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number

16-1-712

c. Report Element Description

REPORT ELEMENT

ELEMENT DESCRIPTION

REPORT NUMBER UNMD040F

Contract Abstract - PIIN/ORG Changes
Report.

NOTE: A complete Contract Abstract will be generated whenever a PIIN/ORG change transaction is input. All report elements are identical to the Contract Abstract Inquiry Request - UNMD040D. For a complete description of each report element refer to the Report Element Descriptions of UNMD040D.

IRS IND

IRS INDICATOR (1A) - This field indicates whether the contract meets all criteria for IRS 1099 reporting requirements. A Y indicates yes and a N indicates no.

16.117 UNMD040G - CONTRACT ABSTRACT - FINANCE COPY

a. Data Summary

PURPOSE:	To provide a comprehensive overview of data added to the data base as a result of new contract transactions.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
PAGE BREAK:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
OTHER:	N/A

b. Sample Report

REPORT NUMBER UNMD040G DATE 00 FEB 04 PAGE 1

CONTRACT ABSTRACT-----NEW CONTRACT/LONG ABSTRACT

REASON FOR REQUEST C000001 RGS MOD/CALL/NAME
FCC FINE COPY

PIIN N00383 01 CBW14 SPIIN WPNS-CD/ACAT-CD: ZZZZ WPNS SYSTEM: VERIFY WEAPONS CODE AS OF 00 FEB 04

CONTRACTOR DATA

TYPE	CAGE	FACIL	NAME	CITY	STATE	ZIP CODE
C	00779		AMP INC	HARRISBURG	PA	17105-3608

CONTRACT DATA

PRT SEC ASG KND TYP ACQ PA IS/PC CRIT DMS RTG PS COMM IRS IND I/A SCL UNL DEP BA ISS BY ADM BY PAY OFF NOUN PROC DATE
A 1 P 2 U WF2 WJZ DOC9 2 9E N 6 U N TJ SC0700 S3912A SC1010 TEST 00 FEB 04

EFFECTIVE SIGNATURE RECEIVED FINL SHIP FINL ACCP PHYS COMP OVERAGE EST CLOS6 FINL VOU FINAL PAY CLOSED DT
99 JUL 07 99 JUL 10 00 JAN 09 98 MAY 05

NOTEBOOK INDS
C

TOTAL AMOUNT OF CONTRACT \$40,000.00 ODO OBLIGATION \$40,000.00 UNLIQUIDATED OBLIG \$40,000.00 UNLIQUIDATED PRG PAY \$0.00

ACO CANCEL FUNDS AMOUNT \$0.00

NO CONTRACT PROVISIONS LOCATED

CONTRACT REMARKS

SPECIAL CONTRACT PROVISIONS

NON CLIN/ELIN PROVISIONS

02 PATENT RIGHTS REPORT REQUIRED
16 ***** DATE FINANCIAL REPORT REQUIRED
29 DATA WITHHOLDING CLAUSE
49 LIMITATION OF COST OR FUNDS CLAUSE

FINANCIAL DATA

PAYEE ADDRESS	AMP INC	CPN	MULTI	NON CLIN/ C	CHG	OBLIGATED AMOUNT	UNLIQUIDATED AMOUNT
2800 FULLING MILL RD							
		RECIP	PAYOFFC	ELIN PROV	FTC DATE		
		S33150		0035		\$40,000.00	\$40,000.00
			TOTAL FINANCIAL			\$40,000.00	\$40,000.00

P O BOX 3608
HARRISBURG PA 17105-3608

c. Report Element Description

REPORT ELEMENT

ELEMENT DESCRIPTION

REPORT NUMBER UNMD040G

Contract Abstract - Finance Copy.

NOTE: All remaining data elements are as described for Contract Abstract Inquiry Request - UNMD040D. For complete description of each report element refer to the Report Element Descriptions of UNMD040D.

IRS IND

IRS INDICATOR (1A) - This field indicates whether the contract meets all criteria for IRS 1099 reporting requirements. A Y indicates yes and a N indicates no.

16.118 UNMD050A - PURCHASE OFFICE LIST MODIFICATIONS

a. Data Summary

PURPOSE:	To provide a listing of modifications received during the month reflecting mail time from the Purchasing Office to the DCMD.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	Routing Code/Buying Activity Code/ Sequence Number/PIIN/Contract MOD Number
PAGE BREAK:	Page break occurs when the Buying Activity Code changes.
TOTAL:	Modification Age Range in days totaled by Buying Activity.

16.118 UNMD050A - PURCHASE OFFICE LIST MODIFICATIONS (CONT'D)

b. Sample Report

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMD050A	Purchase Office List Modifications Report.
DATE	Date of report (YYMMDD).
CAO CODE	The Contract Administration Office Organization Code to which the report is to be routed.
PAGE	Page number.
REQUEST DATE	Date Inquiry submitted (YYMMDD).
FOR _____	Request level for DISTRICT, CAO, or ACO.
TO REQUESTER	The alphanumeric distribution code of the requester at the routing level.
PIIN	Procurement Instrument Identification Number (the contract number).
CALL	A four digit alphanumeric identifying Calls/Orders under contracts, Basic Ordering Agreements, or Blanket Purchase Agreements.
MOD NBR	Modification Number identifying modifications to the basic contract and agreements.
EFFECTIVE DATE	Effective Date of the modification (YYMMDD).
RECEIVED	Date the modification was received at the DCMD (YYMMDD)
AGE	Age of the contract in days.
BA	Buying Activity Code that identifies the activity that issued the procurement instrument.
SERVICE CODE	Identifies the particular Service or Government department to which an appropriation applies. For a list of the codes and explanations see part 15, appendix 10 of this manual.
ELAPSED AWAIT-HC	Total elapsed days awaiting the modification hard copy receipt.

REPORT ELEMENTELEMENT DESCRIPTION

ELAPSED RCV-HC

Total elapsed days from abstract receipt to the hard copy receipt.

BA

Buying Activity Code. The DoDAAD of the Procuring Office within the Buying Activity.

NUMBER OF MODS AGED BY DAYS

0-20

21-30

31-59

60-89

90 & OVER

Total Buying Activity modifications grouped by age in days resulting from the difference in the effective date and received date for each 31-59 modification.

NUMBER OF MODS AWAITING HC
RECEIPT AGED BY DAYS

0-20

21-30

31-59

60-89

Total modifications grouped by elapsed age in days been received but the hard copy has not yet been received.

MODS ELAPSED TIME UNTIL HC
RECEIVED AGED BY DAYS

0-20

21-30

31-59

60-89

90 & OVER

Time modifications grouped by elapsed age in days showing the elapsed days it took to receive the hard copy for each modification that a hard copy has been received.

16.119 UNMD060A - MASTER INVENTORY LIST

a. Data Summary

PURPOSE: To provide a listing of all contracts and modifications in the mechanized system, both prime and support administration, processed from the time of entry until six months after the end of the month in which the contract closed.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQUENCY/RETENTION: As Required - As Determined Locally

INQUIRY LEVEL: The Inquiry Levels are as follows:

- District
- CAO
- ACO
- PIIN/SPIIN

SORT SEQUENCE: PIIN/SPIIN

PAGE BREAK: The page break occurs when the page is full.

TOTAL: The following totals are printed.

- a. Singular Totals
 - (1) Contracts and Modifications which were input.
 - (2) Contracts and Modifications which were deleted.
- b. Cumulative Total - Contracts and Modifications which were processed into the system.

16.119 UNMD060A - MASTER INVENTORY LIST (CONT'D)

b. Sample Report

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMD060A	The Master Inventory List Report
DATE	Date of report (YYMMDD).
CAO CODE	The Requester Routing Code.
PAGE	Page number.
REQUEST LEVEL	Level at which the inquiry is to be processed DISTRICT, CAO, or ACO.
REQ DTE	As of date (YYMMDD).
REQUESTER	Identification of the individual requesting the inquiry.
PIIN	The Procurement Instrument Identification Number (the contract number).
CALL	A number assigned by the Issuing Office to identify Calls/Orders under Purchase Agreements, under Basic Ordering Agreements, and under Blanket Purchase Agreements.
MOD NO	A number assigned by the Issuing Office used to identify modifications to contracts or agreements.
ORG	The Contract Administrative Office Organization Code.
ACO	The Administrative Contracting Officer Code.
BA	The Buying Activity Code identifies the activity that issued the procurement instrument.
CAGE	The Commercial and Government Entity (CAGE) is an assigned code used to identify each contractor.*
RGS	The Reading Group Specialist Code identifies the individual who input the contractual data.

REPORT ELEMENT

ELEMENT DESCRIPTION

PN The Contract Administration Reporting Part Number to which the contract is assigned. For a list of the part numbers and explanations see part 15, appendix 13 of this manual.*

AC Contract Assignment Code depicts the type of administrative responsibility assigned to a contract.*

CODE

G - Disbursement Only
P - Primary Responsibility
S - Support Administration of Prime Contracts
T - Support Administration for Subcontracting

SN The Contract Administration Reporting Section Number to which the contract is assigned. For a list of the section numbers and explanations see part 15, appendix 11 of this manual.

CONTRACT KIND The Kind of Contract Code reflects the basic intent of the contract, such as procurement of supplies, services, research, etc. For a list of the codes and explanations see part 15, appendix 8 of this manual.*

CONTRACT TYPE The Type of Contract Code identifies the specific types of contract pricing provisions as differentiated by the structure and clause content of the contract. For a list of the codes and explanations see part 15, appendix 9 of this manual.*

DP The Department Code is used for Service Agency Designation. For a list of the codes and explanations see part 15, appendix 6 of this manual.*

I/A The Inspection/Acceptance F.O.B. Code indicates the inspection and acceptance points specified in the contract. For a list of the codes and explanations see part 15, appendix 23 of this manual.

REPORT ELEMENTELEMENT DESCRIPTION

CD	Cash Discount indicator indicating if a discount is applicable on this contract.*
FDD DATE	Final Delivery Schedule Date that all items remaining to be shipped are scheduled to be delivered.*
CLOSE DATE	The date all administrative action on a contract has been completed and all excess obligated funds have been removed from the CLR (YYMMDD).
SIGN DATE	The Signature Date of the contractual document (YYMMDD).
RECVD DATE	The date the contractual document was received at the District (YYMMDD).
PROC DATE	The date the contractual document was processed into the data base (YYMMDD).
MILSCAP PCO NOTIF	The date the Procurement Contracting Officer followup TWX requesting the hard copy contractual document was transmitted.
MILSCAP HC RECPT	The contractual document hard copy receipt date at the District (YYMMDD).

*These fields will contain no data for converted contracts that were closed prior to conversion.

16.120 UNMD070A - CONTRACT STATISTICS

a. Data Summary

PURPOSE: To serve as a listing of the updated Contract Level Master File. This inquiry contains the totals of contracts in various descriptive categories by Service.

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQUENCY/RETENTION: As Required - As Determined Locally

SORT SEQUENCE: CAO Code

PAGE BREAK: Change in CAO Code

TOTALS: Total Number of Contracts by Subclassification (e.g., Section 1, Received to Date, etc.).

ADDITIONAL INFORMATION:

- (1) This report is produced by a request for Contract Level Statistics.
- (2) A complete list of categories is described below:
 - (a) Parts A and B Prime Procurement Instruments - Prime Administration.
 - (b) Part A Prime Procurement Instruments - Support Administration.
 - (c) Part A Subprocurement Instruments - Support Administration.
 - (d) Part B Prime Procurement Instruments - Prime Administration Under \$100,000.
 - (e) Parts A and C Prime Procurement Instruments - Support Administration.
 - (f) Parts A and C Subprocurement Instruments - Support Administration.
 - (g) Procurement Instruments Assigned for Payment Only - Assignment Code G.
 - (h) Total Procurement Instruments On Hand.
 - (i) Procurement Instruments under Production Surveillance.

(j) Prime Administration Unilateral Contracts.

(3) Within each of the above categories the report must show the total number of contracts in the data base for the Contract Administration Reporting Section Numbers specified. These counts will be stratified by Service as follows (counts will be made to six positions):

(a) Total Number of Army Contracts.

(b) Total Number of Navy Contracts.

(c) Total Number of Air Force Contracts.

(d) Total Number of DLA Contracts.

(e) Total Number of NASA Contracts.

(f) Total Number of Contracts Other Than Above.

(g) Total Number of Contracts.

16.120 UNMD070A - CONTRACT STATISTICS (CONT'D)

b. Sample Report

REPORT NUMBER	UNMD070A	DATE	93 AUG 12	CAG CODE	PAGE	1	TO REQUESTOR STAT					
REQUESTED CONTRACT STATISTICAL DATA REPORT							ARMY	NAVY	AF	DLA	NASA	OTHER
PART A - B PRIME PROCUREMENT INSTRUMENTS-PRIME ADMIN												
SECTION 1				753	1,470	2,399	2,375	0	87	7.1		
SECTION 2				242	331	367	717	0	9	1.2		
SECTION 3				96	133	204	66	0	0	0		
SECTION 4				10	17	10	34	0	0	0		
TOTAL SECTION 1,2,3,4				1,101	1,951	2,980	3,192	0	96	8.3		
SECTION 5				0	0	0	0	0	0	0		
RECEIVED TO DATE				1	3	2	33	0	0	0		
PART A PRIME PROCUREMENT INSTRUMENTS-SUPPORT ADMIN												
SECTION 1				2	1	2	0	12	3			
SECTION 5				0	0	0	0	0	0	0		
RECEIVED TO DATE				0	0	0	0	0	0	0		
PART A SUB PROCUREMENT INSTRUMENTS-SUPPORT ADMIN												
SECTION 1				0	0	2	0	0	3			
SECTION 5				0	0	0	0	0	0	0		
RECEIVED TO DATE				0	0	0	0	0	0	0		
PART B PRIME PROCUREMENT INSTRUMENTS-PRIME ADMIN UNDER \$100,000												
SECTION 1				225	446	393	1,297	0	2	2.1		
SECTION 2				35	77	52	252	0	0	0		
SECTION 4				4	7	3	25	0	0	0		
TOTAL SECTION 1,2,4				265	530	448	1,594	0	2	2.1		
SECTION 5				0	0	0	0	0	0	0		
RECEIVED TO DATE				0	0	0	32	0	0	0		

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMD070A	Contract Statistics Report
DATE	Date of report.
CAO CODE	The Contract Administration Office Organization Code to which this report will be routed.
PAGE	Page number.
DATE	Request date (YYMMDD)
PART A AND B PRIME PROCUREMENT INSTRUMENTS PRIME ADMINISTRATION SECTION 1 COUNTS SECTION 2 COUNTS SECTION 3 COUNTS SECTION 4 COUNTS TOTAL SECTIONS 1, 2, 3, 4 COUNTS SECTION 5 COUNTS RECEIVED SINCE FIRST OF MONTH	Parts A and B Prime Procurement Instruments - Prime Administration. Those contracts with a Contract Administration Reporting (CAR) part number of A or B and an Assignment Code of P. Within this category separate counts must be maintained for those contracts with a CAR section number 1, 2, 3, 4, and 5; a total of those contracts with a CAR section number of 1, 2, and 4; and a count of total number of contracts received this month that fit into this category.*
PART A PRIME PROCUREMENT INSTRUMENTS - SUPPORT ADMINISTRATION SECTION 1 COUNTS SECTION 5 COUNTS RECEIVED SINCE FIRST OF MONTH	Part A Prime Procurement Instruments - Support Administration. Those contracts with a CAR part number of A and an Assignment Code be maintained for those contracts with a CAR section number of 1 and 5; and a count of the total number of contracts received this month that fit into this category.*
PART A SUB PROCUREMENT INSTRUMENTS - SUPPORT ADMINISTRATION SECTION 1 COUNTS SECTION 5 COUNTS RECEIVED SINCE FIRST OF MONTH	Part A Sub-Procurement Instruments - Support Administration. Those contracts with a CAR part number of A and an Assignment Code of T. Within this category separate counts must be maintained for those contracts with a CAR section number of 1 and 5; and a count of the total number of contracts received this month that fit into this category.*

REPORT ELEMENTELEMENT DESCRIPTION

PART B PRIME PROCUREMENT
INSTRUMENTS - PRIME
ADMINISTRATION
 UNDER \$100,000
 SECTION 1 COUNTS
 SECTION 2 COUNTS
 SECTION 4 COUNTS
 TOTAL SECTIONS 1, 2, 4
 COUNTS
 SECTION 5 COUNTS
 RECEIVED SINCE FIRST
 OF MONTH

Part B Prime Procurement Instruments - Prime Administration Under \$100,000. Those contracts with a CAR section number of B and an Assignment Code of P. Within this category separate counts must be maintained for those contracts with a CAR section number of 1, 2, 4, and 5; a total count of those contracts with a CAR section number of 1, 2, and 4; and a count of the total number of contracts received this month that fit into this category.*

PART A AND C PRIME PRO-
CUREMENT INSTRUMENTS -
ADMINISTRATION
 SECTION 1 COUNTS
 MULTI FUNCTION COUNTS
 PROPERTY ONLY COUNTS
 PRODUCTION ONLY COUNTS
 SECTION 5 COUNTS
 MULTI FUNCTION COUNTS
 PROPERTY ONLY COUNTS
 PRODUCTION ONLY COUNTS
 RECEIVED SINCE FIRST
 OF MONTH

Parts A and C Prime Procurement Instruments - Support Administration. Those SUPPORT contracts with a CAR section number of A or C and an Assignment Code S. Within separate counts must be maintained for those contracts with a CAR section number of 1 and 5; and a count of the total number of contracts received this month that fit into this category. The counts for CAR section numbers 1 and the counts for CAR section numbers 1 and 5 will be broken down further into Multi-Function Codes (those contracts with more than one entry in the Functional Limitations field), Property Only Counts (those contracts with an entry of 4 in the Functional Limitations field), and Production Only Counts (those contracts with an entry of 2 in the Functional Limitations field).*

PART A AND C SUB PROCURE-
MENT INSTRUMENTS - SUPPORT
ADMINISTRATION
 SECTION 1 COUNTS
 MULTI FUNCTION COUNTS
 PROPERTY ONLY COUNTS
 PRODUCTION ONLY COUNTS
 SECTION 5 COUNTS
 MULTI FUNCTION COUNTS
 PROPERTY ONLY COUNTS
 PRODUCTION ONLY COUNTS
 RECEIVED SINCE FIRST OF
 MONTH

Parts A and C Sub-Procurement Instruments - Support Administration. Those contracts with a CAR section number of A or C and an Assignment Code of T. Within this category separate counts must be maintained for those contracts with a CAR section number of 1 and 5; and a count of the total number of contracts received this month that fit into this category. The counts for CAR section numbers 1 and 5 will be broken down further into Multi-Function Counts (those contracts with more than one entry in the Functional Limitations field), Property Only Counts (those contracts with an entry of 4 in the Functional Limitations field), and Production Only Counts (those contracts with an entry of 2 in the Functional Limitations field).*

REPORT ELEMENT

ELEMENT DESCRIPTION

PROCUREMENT INSTRUMENTS
ASSIGNED FOR PAYMENT
ONLY - ASSIGNMENT CODE G
SECTION 1 COUNTS
SECTION 4 COUNTS
TOTAL SECTION 1,
4 COUNTS
SECTION 5 COUNTS
RECEIVED SINCE FIRST
OF MONTH

Procurement Instruments Assigned for Payment Only - Assignment Code G. Those contracts with an Assignment Code G. Within this category separate counts must be maintained for those contracts with a CAR section number of 1, 4, and 5; a total of those contracts with a CAR section number of 1 and 4; and a count of the total number of contracts received this month that fit into this category.*

TOTAL PROCUREMENT INSTRU-
MENTS ON HAND
SECTION 1 COUNTS
SECTION 2 COUNTS
SECTION 3 COUNTS
SECTION 4 COUNTS
TOTAL SECTIONS 1, 2,
3, 4 COUNTS
SECTION 5 COUNTS
RECEIVED SINCE FIRST OF
MONTH

Total Procurement Instruments On Hand. All contracts in the data base. Within this category separate counts must be maintained for those contracts with a CAR section and number of 1, 2, 3, 4, and 5; a total count of those contracts with a CAR section number of 1, 2, 3, and 4; and a count of the total number of contracts received this month that fit in this category.*

PROCUREMENT INSTRUMENTS
UNDER PRODUCTION
SURVEILLANCE
CATEGORY CODE 1 COUNTS
CATEGORY CODE 2 COUNTS
CATEGORY CODE 3 COUNTS
CATEGORY CODE 6 COUNTS
CATEGORY CODE 7 COUNTS
TOTAL CATEGORY 1
THROUGH 7 COUNTS
CATEGORY 8 COUNTS
RECEIVED SINCE FIRST
OF MONTH

Procurement Instruments Under Production Surveillance. Those contracts with an entry in the Production Surveillance Category Code field. Within this category separate counts must be maintained for those contracts with a Production Surveillance Category Code field of 1, 2, 3, 6, and 7; a total count of those contracts with a Production Surveillance Category Code field of 1, 2, 3, 6, and 7; a total of those contracts with PSCC of 8; and a count of the total number of contracts received this month that fit into this category.*

PRIME ADMINISTRATION
UNILATERAL CONTRACTS
SECTION 1 COUNTS
SECTION 2 COUNTS
SECTION 3 COUNTS
SECTION 4 COUNTS
TOTAL SECTIONS 1, 2,
3, 4 COUNTS
SECTION 5 COUNTS
RECEIVED SINCE FIRST
OF MONTH

Prime Administration Unilateral Contracts. Contracts with a IIN Type of M, P, V, or W. Within this category separate counts must be maintained for those contracts with a CAR section number of 1, 2, 3, and 4; a total count of those contracts with a CAR section number of 1, 2, 3, and 4; a total count of those contracts with a CAR section number of 5; and a count of the total number of contracts received this month that fit into this category.*

REPORT ELEMENT

ELEMENT DESCRIPTION

*Within each of the subdivisions specified the actual counts must be broken down as:
Total Number of Army Contracts, Total
Number of Navy Contracts, Total Number of
Air Force Contracts, Total Number of DLA
Contracts, Total Number of NASA Contracts,
Total Number of Contracts Other than above
and Total Number of all Contracts.

16.121 UNMD110A - MAF QUALITY ASSURANCE ATTRIBUTE DATA INQUIRY CODE TO NAME

a. Data Summary

PURPOSE: To provide an inquiry listing of selected QA Attribute Data, which was extracted from the data base, in accordance with specified parameters (keys).

SOURCE OF DATA: Data Base

TYPE/MEDIUM: Inquiry Output Report - Standard Paper

FREQUENCY/RETENTION: As Requested - As Determined Locally

SORT SEQUENCE:	<u>REQUEST CODE</u>	<u>KEY</u>	<u>SEQUENCE</u>
	01	CAO	CAO Code, QA ORG Code, Contractor Name and Address
	02	QA Organ- ization	QA ORG Code, Contractor Name and Address
	03	Facility Type	Facility Type, Contractor Name
	04	Commodity Code	Commodity Code, Contractor Name
	05	H8 Code	H8 Code

PAGE BREAK:	<u>REQUEST CODE</u>	<u>KEY</u>	<u>BREAK</u>
	01	CAO	End of Report
	02	QA Organ- ization	End of Report
	03	Facility Type	Change of Facility Type
	04	Commodity Code	Change of First Position of Commodity Code
	05	H8	End of Report

16.121 UNMD110A - MAF QUALITY ASSURANCE ATTRIBUTE DATA INQUIRY CODE TO
NAME (CONT'D)

b. Sample Report

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMD110A	MAF QA Attribute Data Inquiry - Code to Name.
DATE	Report date (YYMMDD).
CAO CODE	The Contract Administration Office Organization Code.
PAGE	Page number.
REQUEST DATE	Date the inquiry was made (YYMMDD).
ROUTING CODE	The Organization Code to which the response to this inquiry should be transmitted.
RQSTR	The Identification Code of the person requesting this inquiry.
INQUIRY TYPE	The identifying code which establishes and describes the nature and limit(s) of the inquiry. The inquiry types are defined as follows: <ul style="list-style-type: none"> 01 - CAO 02 - QA Organization 03 - Facility Type 04 - Commodity Code 05 - H8 Code

The various formats are described as follows:

01-CAO

CAO CODE	The Contract Administration Office Organization Code.
QA ORG CODE	The Quality Assurance Organization Code which identifies the division, branch, and section of the organization.
CONTRACTOR NAME	Self-explanatory.
CONTRACTOR ADDRESS	Self-explanatory.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
H8 CODE	The unique code which identifies the contractor, as listed in The Handbook of Non-Government Organizations for MILSCAP.
FACILITY CODE	The code indicating whether a facility or activity has a resident or nonresident QA Representative.
COMMODITY CODE	The code identifies a category of supplies, construction or other services.
QA PROVISIONS	The code, consisting of a symbol and number, which identifies the highest quality provision of which the contractor is currently required to comply by contract.
QAR CODE	A unique code, locally assigned by each DCMD, which identifies the Quality Assurance Representative.
EFFECTIVE DATE	The effective date is the Change Date - Attribute as listed in the ADRS File.
02-QA ORGANIZATION	
QAR ORG CODE	As previously described.
CONTRACTOR NAME	As previously described.
CONTRACTOR ADDRESS	As previously described.
H8 CODE	As previously described.
FACILITY CODE	As previously described.
COMMODITY CODE	As previously described.
QA PROVISIONS	As previously described.
QAR CODE	As previously described.
CAO CODE	As previously described.
EFFECTIVE DATE	As previously described.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
03 - FACILITY TYPE	
FACILITY TYPE	As previously described.
CONTRACTOR NAME	As previously described.
H8 CODE	As previously described.
QA ORG CODE	As previously described.
COMMODITY CODE	As previously described.
QA PROVISIONS	As previously described.
CAO CODE	As previously described.
04 - COMMODITY CODE	
COMMODITY CODE	As previously described.
CONTRACTOR NAME	As previously described.
H8 CODE	As previously described.
QA ORG CODE	As previously described.
FACILITY TYPE	As previously described.
QA PROVISIONS	As previously described.
CAO CODE	As previously described.
05 - H8 CODE	
H8 CODE	As previously described.
CONTRACTOR NAME	As previously described.
CAO CODE	As previously described.
QA ORG CODE	As previously described.
FACILITY TYPE	As previously described.
QA PROVISIONS	As previously described.
COMMODITY CODE	As previously described.

**16.122 UNMD110B - MAF QUALITY ASSURANCE ATTRIBUTE DATA INQUIRY NAME
TO CODE**

a. Data Summary

PURPOSE:	To provide an inquiry listing of selected QA Attribute Data, which was extracted from the data base in accordance with specified parameters (Keys).
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As requested - As determined Locally
SORT SEQUENCE:	Contractor Name
PAGE BREAK:	End of Report

16.122 UNMD110B - MAF QUALITY ASSURANCE ATTRIBUTE DATA INQUIRY NAME TO
CODE (CONT'D)

b. Sample Report

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMD110B	MAF QA Attribute Data Inquiry Name to Code Report.

NOTE: The remaining UNMD110B Report Element Descriptions are identical to Report UNMD110A, except that UNMD110B consists of an inquiry listing by Name to Code and is limited to the codes:

- 01 - CAO
- 02 - QA Organization Code

16.124 UNMD140B - CONTRACT REFERENCE LIST BY ORGANIZATION

a. Data Summary

PURPOSE:	To provide a listing showing an inventory of all contracts by Contract Administration Office Organization sequence.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	CAO Code/PIIN/SPIIN
PAGE BREAK:	Page break is by CAO Code or when the page is full.

16.124 UNMD140B - CONTRACT REFERENCE LIST BY ORGANIZATION (CONT'D)

b. Sample Report

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMD140B	Contract Reference List by Organization Report.
NOTE:	The remaining UNMD140B Report Element Descriptions are identical to Report UNMD140A except that UNMD140B contains the reference list by organization sequence. For a complete description of the report elements see the Report Element Descriptions for UNMD140A.

16.125 UNMD150A - BEFV AND AFTV TRANSACTION COMPARISON

a. Data Summary

PURPOSE: Provides an audit trail for correction and modification transactions processed against contract data. The first line under the heading shows what the record looked like before the action taken. An image of the transaction entered is shown on the second line. Changes are highlighted with asterisks (**) (below changed field). Those fields in which a new increase or decrease is entered on a change transaction show the actual net increase or decrease entered on the second line, not the effect of the entry.

SOURCE: Transaction History Data Base

TYPE/MEDIUM: Output Report - Standard Paper

FREQUENCY/RETENTION: Daily

SORT SEQUENCE: Contract Administration Office
Organization Code - Reading Group
Specialist Code - Procurement Instrument
Identification Number - Supplemental
Procurement Instrument Identification
Number

PAGE BREAKS: Procurement Instrument Identification
Number - Supplemental Procurement
Instrument Identification Number

b. Sample Report

16-1-745

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMD0150A	BEFV and AFTV Transaction Comparison Report.
DATE	Report date (YYMMDD)
PAGE	Page number
CONTROL	<p>Consists of the following:</p> <p>(1) Procurement Instrument Identification Number(the contract number) in the first 13 positions.</p> <p>(2) Supplementary Procurement Instrument Identification Number (next 4 or 6 characters) is number used in conjunction with the basic PIIN to identify (a) amendments to solicitation documents (four position numeric serial number, commencing with 0001); (b) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreements (BPA) (four position alphanumeric serial number); or (c) modifications to contractual documents (six position alphanumeric serial number for contracts, BOAs or BPAs and a two position serial number for calls/orders).</p> <p>(3) Contract Administration Office Organization Code of the office responsible for administering the contract is shown by the next two characters.</p> <p>(4) Transaction type is indicated by the last four characters as follows:</p> <p><u>DATA</u></p> <p>CORE Correction MOD Modification</p>
PROC	Process Date represent the date (YYMMDD) the transaction was processed.
PIIN	Procurement Instrument Identification Number (the contract number).

REPORT ELEMENTELEMENT DESCRIPTION

SPIIN Supplementary Procurement Instrument Identification Number is number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number, commencing with 0001); (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreements (BPA) (four position alphanumeric serial number); or (3) modifications to contractual documents (six position alphanumeric serial number for contracts, BOAs or BPAs and a two position serial number for calls/orders).

CAO Contract Administration Office Organization Code of the office responsible for administering the contract.

RGS The Reading Group Specialist Code of the person who input transaction.

RCD CD Record Code - Codes indicate the type of data being reported (from which record) as follows:

CODE DATA RECORD

CA	Contract Data Record
CB	Provisions Data Record
CC	Payee Name and Address Data Record
CD	Remarks Data Record
CE	Service Line Item Data
CF	Supply Line Item Data
CG	Supply Schedule Data
CH	Army Accounting Data
CI	Air Force Accounting Data
CJ	DLA Accounting Data
CK	Navy Accounting Data

ACTN Action Code - Indicates the type of action being reported (on all records) as follows:

ACTION CODE ACTION TAKEN

A	Add through regular online.
C	Change through regular online.
D	Delete through regular online.
1	Add through FALLBACK/MILSCAP.
2	Change through FALLBACK/ MILSCAP.
3	Delete through FALLBACK/ MILSTRIP.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
CAGE	Commercial and Government Entity (CAGE) Code assigned to identify each contractor separately.
CONT FACL	The identity code of the facility at which the work is to be performed. When more than one facility will be involved in performing the contract, a 9 will appear in this field.
REMIT ADDR	Contractor's Remittance Address is the Commercial and Government Entity (CAGE) Code where the contractor desires payments to be made.
ADMIN	DoDAAD Code of the organization responsible for administering the contract.
ISSD	DoDAAD Code of the office submitting the contract data.
PAY OFC	DoDAAD Code of the office authorized to make payment.
SCTY CLS	Security Classification used to show if a security classification has been assigned to the procurement instrument. The field will be Coded C if the documents are classified or Coded U if not classified.
DMS	<p>Defense Priority System Rating. The DPS requires prime contractors of defense agencies, their subcontractors and suppliers to employ the priority powers of the Defense Production Act on their purchase orders for products and materials needed to complete production, construction, and research and development schedules for defense programs. Under DPS, defense contractors must identify their defense orders by placing the appropriate program identification and certification on their purchase orders. Such properly identified defense orders must be given delivery preference over nondefense business by the suppliers who receive them.</p> <p>The DMS rating also permits a contractor to procure and use Authorized Controlled Material (ACM). Two types of ratings are authorized, a DO rating and a DX rating. Ratings must contain the prefix DO or DX as the case may be, followed by the appropriate program identification. A complete listing of the DMS Rating Codes are contained in part 15, appendix 15 and 16 of this manual.</p>

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
CRIT	Criticality Designator Code designates the degree of importance to the Government of supplies or services under contract. The lowest designator consistent with the Government requirements shall be assigned. For a list of the codes and explanations see part 15, appendix 27 of this manual.
CMDTY	Commodity Code designates a grouping of supplies, construction, or other services with QA responsibilities. A listing of the codes and explanations are contained in part 15, appendix 2 of this manual.
UNLTRL	Unilateral Contracts/Purchase Orders will be Coded U when a UNLTRL applies; otherwise, will be blank.
FMS RQ	This field indicates that the contract contains one or more line items which are being procured for a foreign government. (Field contains an I.)
PROD SUV	Production Surveillance Category Code identifies the degree of progress surveillance to be performed by the Contract Administration Services Activity. The category codes are normally assigned based on the urgency, priority, or the contractor performance history. A list of the PS Codes and explanations are contained in part 15, appendix 18 of this manual.
KIND CD	Kind of Contract reflects the basic intent of the contract such as procurement of supplies, research, etc. A list of the codes and explanations are contained in part 15, appendix 8 of this manual.
TY-CONTR	Type of Contract identifies the specific kind of contract pricing provisions. A list of the codes and explanations are contained in part 15, appendix 9 of this manual.
FUNC LMTN	Left blank under Prime Administration. When there is less than prime administration the appropriate functional limitation(s) are shown. A code is shown for each function to actually be performed.

REPORT ELEMENTELEMENT DESCRIPTIONCODE FUNCTIONAL LIMITATION

1 Quality Assurance
2 Production
3 Payment
4 Property
5 Transportation
6 ACO action required

TY-CONTR Type of Contract identifies the specific kind of contract pricing provisions. A list of the codes and explanations are contained in part 15, appendix 9 of this manual.

FUNC LMTN Left blank under Prime Administration. When there is less than prime administration the appropriate functional limitation(s) are shown. A code is shown for each function to actually be performed.

CODE FUNCTIONAL LIMITATION

1 Quality Assurance
2 Production
3 Payment
4 Property
5 Transportation
6 ACO action required

NOUN Represents the first eleven positions of the name and/or description of the item being procured.

CON RCVD Date the procurement instrument was received at the DCMD (YYMMDD).

EFF DT Effective Date or Order Date (YYMMDD).

DT-OF SIGNR Signature Date (YYMMDD).

SPC-CON The identification of certain contract provisions which required specialized attention. Selected clauses included in contracts which require special attention and handling. The list of codes along with explanations is in part 15, appendix 3 of this manual.

TOTAMT The amount shown on the second line indicates the net increase (+) or decrease (-) applied to the face value of the contract (when CA Record Action Code is a C). The first line indicates what the total amount of the contract was before the transaction was applied.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
ACO	The Administrative Contracting Officer Assigned Identification Code.
IN DUS	A locally assigned code identifying a specific Industrial Specialist or contract management assistant to whom the contract is assigned for surveillance.
PROP AD	A locally assigned code identifying a specific Property Administrator responsible for administering any property applicable to a contract.
DEPT CD	A code used for Service Agency Designation. A list of the department codes are contained in part 15, appendix 6 of this manual.
BUY ACTY	A two position code representing the Buying Activity that placed the contract. Codes are from DAR, appendix N.
CAR PART	Contract Administration Reporting Part Number Code relates to the CAR part A, B, C, or D (each requiring different levels of contract administration) that this contract has been assigned.
CAR SEC	Contract Administration Reporting Section Number is a code assigned to a procurement instrument that depicts the status of a contract during its life cycle. A list of the codes and explanations are contained in part 15, appendix 11 of this manual.
TYCONTR CD2	The classification of contractors in accordance with the FAR. For a list of the codes and explanations see part 15, appendix 7 of this manual.
DVY-DT IND	An E will appear in delivery schedule date indicatory field when the final delivery schedule date is estimated.
FINL DVY	Final Delivery schedule date represents the latest date on file for the contract to be completed (YYMMDD).
CON ASGM	Contract Assignment Code depicting the type of administrative responsibility assigned to a contract.

REPORT ELEMENTELEMENT DESCRIPTIONCODE

G - Disbursement only
P - Primary Administration
S - Support Administration of Prime
Contracts
T - Support Administration for Subcontracting

CB RECORD

Provisions Data Record.

TRNS

Same as transaction type in CONTROL above.

DISCNT-TRNS

Discount Terms offered by the contractor for
payments made within stated period. Consists
of the following four elements:

P1

First discount percentage (if offered by the
contractor).

D1

First discount period in days.

P2

Second discount percentage (if offered by the
contractor).

D2

Second discount period in days.

DISC DY

Net discount days.

DISC OTH

Other discount terms offered by the
contractor.

IBOP

International Balance of Payments.

PMT

Payment Currency is the currency that will be
used to pay the contract.

IND

IBOP Indicator will be Coded K if an IBOP
clause is applicable on this contract.
Otherwise, will be blank.

PCT

IBOP Percentage is the conversion rate of
U.S. currency to foreign currency. If there
is an IBOP percentage clause in the contract,
the field will be Coded P. Otherwise, it
will be blank.

CTY

Country Code identifying the territory or
nation in which payment will be addressed to
the contractor. See part 15, appendix 24 of
this manual for the current list of assigned
Country Codes.

REPORT ELEMENTELEMENT DESCRIPTION

CGY

IBOP Supplemental Payment Category Codes. See part 15, appendix 37 of this manual for the explanations of each code.

CEIL PCT

Work-In-Progress Ceiling Percentage is the percentage factor used to determine the maximum total amount payable as progress payments. The percentages shown are as entered to .1 percent. Some examples are:

<u>CODE SHOWN</u>	<u>PERCENTAGE</u>
-------------------	-------------------

900	90.0%
850	85.5%
999	99.9%

PMT PCT

U.S. Work-In-Progress Payment Percentage is used to establish dollar limitations of progress payment requests for U.S. requirements. Percentages shown are as entered. See CEIL PCT for examples.

US-RCP-PCT

U.S. Work-In-Progress Recoupment Percentage is the percentage rate at which progress payments are liquidated from invoices submitted. Percentages shown are as entered. See CEIL PCT for samples.

FMS PMT

Foreign Military Sales Work-In-Progress Payment Percentage is used to establish dollar limitations of progress payment requests for FMS requirements. See CEIL PCT for examples.

FMS-RCP PCT

Foreign Military Sales Work-In-Progress Recoupment Percentage is the percentage rate at which progress payments are liquidated from invoices submitted. Percentages shown are as entered. See CEIL PCT for samples.

FEE CONTR

The dollars and cents representing the negotiated amount of profit/fee authorized for performance of a cost-plus-fixed-fee contract.

CST CONTR

The amount of monies reimbursable to a contractor for performance based on costs approved by an ACO or Auditor in accordance with the terms of the contract.

AUDTR

AFO, Auditor, or ACO Approval indicates a requirement for contractor certification of precision components or approval of invoices by Disbursing Officer, Auditor, PCO, ACO, TCO, or USDA certification. For a list of the codes and explanation see part 15, appendix 33 of this manual.

REPORT ELEMENT

ELEMENT DESCRIPTION

AVU

Mandatory Review of the contract is a required action by the Voucher Examiner for certain types of contracts to determine payment entitlements. For a list of codes and explanations see part 15, appendix 34 of this manual.

DSTN

F.O.B. Destination/Evidence of Shipment required. This clause states that the contractor will: (1) provide delivery of goods to the destination site at no additional cost to the Government, and (2) attach to this invoice a receipted copy of the appropriate delivery document showing receipt at the destination specified in the contract.

CODE

Blank - F.O.B. Destination/Evidence of shipment clause is not applicable to specified contract.

CODE

T - F.O.B. Destination/Evidence of shipment clause is applicable to specified contract.

MIN SIZ

F.O.B. Origin/Minimum Size of Shipment. This clause of the contract states that the contractor will make shipment in carload or truckload lots in accordance with the delivery schedule. Failure to comply will result in the contractor becoming liable for the increased costs of shipping.

CODE

Blank - F.O.B. Origin minimum size shipment clause is not applicable to specified contract.

F - F.O.B. Origin minimum size shipment clause is applicable to specified contract.

FRT CHG

Transportation Freight Charges authorized is used when the contractor is authorized to bill freight or transportation charges as a separate item on the invoice.

REPORT ELEMENT

ELEMENT DESCRIPTION

CODE

F - Transportation Freight Charges authorized by CLIN or Sub-CLIN on the contract.

Y - Transportation Freight Charges authorized by special provision of the contract.

P - Parcel Post Charges are authorized.

PKG CHG

Packaging Charges authorized is used when the contractor is authorized to bill for packaging or handling as a separate item on the invoice.

CODE

Blank - Contractor is not authorized to bill for packaging and handling as a separate item on invoice.

P - Contractor is authorized to bill for packaging and handling as a separate item on invoice.

SHPG

Guaranteed Maximum Shipping Weight/Dimension clause is used when weight and dimensions are used to evaluate bids or proposals. If delivery exceeds the guarantee, the contract price is reduced an equal amount. Coded G if GMSW clause is applicable. Otherwise, it will be blank.

VAL

Value Engineering (VE) clause indicator is an indication as to whether an award contains a Value Engineering clause. This field indicates that each contract item or task has been analyzed to ensure that its essential function is provided at the lowest overall cost; savings to be shared with contractor.

CODE

V - Contract includes VE incentive clause.

Y - Contract includes VE program or both incentive and program clauses.

Blank - No VE incentive or program clauses.

LQ DAMG

Liquidated Damages charges authorized will be blank if the clause does not apply. See part 15, appendix 35 of this manual for a list of the codes and explanations.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
NAME	<p>Name and Address indicator will have one of the following codes to describe the type of alternate payee when the contractor name and address in the Contractor Master Address File is different than the payee name and address in the contract.</p> <p><u>CODE</u></p> <p>Blank - Alternate Payee is not applicable R - Contractor Remittance Address N - Notice of Assignment C - Canadian Commercial Corporation</p>
TEC	<p>Patent/Royalty/Technical data required when there is a requirement for contractor to submit a patent, royalty or technical data clearance certificate upon completion of contract. For a list of the codes and explanations see part 15, appendix 36 of this manual.</p>
SPCL	<p>Special tooling. Unique tooling for which the overnment acquires full rights under a contract when other than a line item on the contract. If the special tooling clause is applicable, the field will be Coded S. Otherwise, it will be blank.</p>
INS	<p>Inspection/Acceptance Code indicates the inspection and acceptance points specified in the award for the contract line item(s). A list of the codes and explanations are contained in part 15, appendix 23 of this manual.</p>
CC RECORD	<p>Payee Name and Address Data.</p>
ADRS	<p>The first line of the address to which payment will be made.</p>
ADRS-LIN2	<p>The second line of the address to which payment will be made.</p>
ADRS-LIN3	<p>The third line of the address to which payment will be made.</p>
ADRS-LIN4	<p>The fourth line of the address to which payment will be made.</p>
ADRS-LIN5	<p>The fifth line of the address to which payment will be made.</p>
CITY	<p>The City recorded in the payment address.</p>

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
ST	The State recorded in the payment address. The list of state names and accepted abbreviations are in part 15, appendix 24 of this manual.
ZIP	The ZIP Code recorded in the payment address.
CD RECORD	Remarks Data Record. The R1 marks are used with support (secondary) administration type contracts.
P-CONTR PIIN	Prime contractor PIIN.
P-CONTR SPIN	Prime contractor SPIIN.
UT-NAME	The primary contractor for the support contract.
UT-ADRS	The primary contractor's address. The R2 section is used only on those contracts assigned for prime administration which are physically complete and are being reported to section 2.
FAD	The Final Acceptance Date is the date on which the final items on a contract will be completed (YYMMDD).
EST-CLSG	Estimated date contract will be closed if contract closure is expected to be delayed beyond the overage date (YYMMDD).
R2-RSN-CDS	Code(s) used to indicate predominant reason contract will not be closed prior to overage date. A list of the codes and explanations are contained in part 15, appendix 22 of this manual. Data in the R3 section are used to report on dormant contracts.
FST-SHOW-R3	The date a contract first appeared in section 3 of the CAR.
R3-RSN	Code(s) indicating the reason the contract is dormant. For a list of the codes and explanations see part 15, appendix 39 of this manual.
RSN	In-The-Clear remarks relative to the Dormancy Reason Code.

REPORT ELEMENTELEMENT DESCRIPTION

	Data in the R4 section pertain to contracts in section 4 of the CAR.
FST-SHOW-R4	The date a contract first appeared in section 4 of the CAR.
DSFM-RMK	In-The-Clear remark explaining the reason(s) the contract was included in CAR section 4.
R5-RMK R6-RMK R7-RMK	The R5-RMK, R6-RMK, and R7-RMK sections are used as unrestricted uncoded data input by the ACOs and to portray functional limitations. The R8 section is reserved for use by production when submitting DD Form 375-2 and DD Form 375 data containing forecasted delivery schedule data for delinquent contracts.
FIXED FORMAT	Consists of the following:
TD	Type of document being used to identify delinquent contract, as follows: <u>CODE</u> 2 - DD Form 375-2 or DLA Form 1654 (Test) 5 - DD Form 375 L - Letter M - Message
DT-FWD	Date the report was forwarded to the PCO (YYMMDD).
DT-DEL	The date on which performance under a contract became overdue (YYMMDD).
RN-CD	Reason for Delay Codes. See part 15, appendix 25 of this manual for a list of the codes and explanations.
F-DT	Forecast date represents a new estimated completion date when there is a delay in the contract completion (YYMMDD).
K-DT	Date on which the Production specialist generated the initial F8 Remark (YYMMDD).
ONE-RMK	In-The-Clear uncoded remarks relating to the contract delinquency.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
FREE FORMAT	Consists of the following:
PROD-RMK	Depicts the Free Format data entered in lieu of the fixed format data above.
ACO-CDD	The actual coded remarks entered (R9 Remarks) are shown. A list of the codes and explanations are in part 15, appendix 4 of this manual.
CE RECORD	Service Line Item Data.
CLIN	<p>This data may refer to the Contract Line Item Number, Subline Item Number, Exhibit Line Item or Exhibit-Subline Item Number which require DD Form 250. A DD Form 1423, Dummy line item will be established to encompass all deliveries not requiring a DD Form 250. The number used will be the number applicable to the item or service being identified.</p> <p>The Subline Item Number (last two positions of CLIN) is used to identify separate skip-to locations on a contract line item if necessary.</p>
SVC	The date on which the performance of the contacted service is scheduled to be completed (YYMMDD).
DESCR-SVC	This field contains a description of the service represented by this line item.
PCMT-QLTY	The Procurement Quality Assurance Site at which quality assurance is performed to determine conformance with contractual requirements. Will be Coded D for Destination or S for Source.
ACPT	The designated acceptance site at which the Government assents to ownership of contract line items.
	<u>CODE</u>
	<p>S - Indicates Source/Origin Acceptance. D - Indicates Destination Acceptance.</p>
ACRN	The Accounting Classification Reference Number is a control number which relates the Long Line Accounting Classification Citation Number to the detail Line Item Schedule

REPORT ELEMENTELEMENT DESCRIPTION

information. Under MILSCAP, the ACRN is required to associate the Accounting Classification Trailer Record, the Supplies Schedules Data Record, and the Services Line Item Data Record with the Long Line Accounting Classification. The reference number is also used to associate the various record formats of the contract payment notice.

TOTAMT IND When the total item amount (TOT-ITM-AMT) is estimated an E is shown.

TOT-ITM-AMT The total amount of this service is represented. When a Y is in the first position, the amount is undefinitized. An N in the first position indicates an amount is not applicable.

SPN The DoDAAD Code that depicts the activity which is to receive the shipment performance notice as a result of shipment of material or services awarded on a contract.

LQ-DAMG When the contract has a liquidated damages clause applicable to the specific line item shown. An A will be shown in this field. Otherwise, the field will be left blank. If the liquidated damages clause applies to all line items. This field will be left blank and the LQD-DMG-IND field on the Provisions Data Record (CB Record previously described) will contain an A. The following DAR clauses will determine whether damages in delinquent shipments apply:

(1) DAR 7-103.11 with 7-105.5 insert.

(2) DAR 7-104.7 with 7-105.5 insert.

(3) DAR 7-1902.8 with 7-1904.4 and 7-105.5 insert.

FIN This is a code that determined the type of financial action to be taken. The field is usually left blank at input. The Financial Action Code (FAC) is mechanically generated based on the following logic: Line Item on fixed-price type contract or combination of fixed-price and cost type and ACRN is other than U-Blank will be assigned FAC 3, all other FAC 4.

REPORT ELEMENT

ELEMENT DESCRIPTION

(1) In those cases where the FAC should be other than the mechanically generated code. The FAC will be entered, i.e., FAC 4 should always be entered for those ELINS established as item 1423DD or cost type items billed on public voucher, as cost reimbursement.

(2) Type of Contract Codes A, J, K, L, and O will automatically generate a Financial Action Code (FAC) 3, unless the ACRN is U blank, then FAC Code 4 will be generated. All other types of contract codes will generate a FAC 4. However, if the contract requires a DD Form 250 and the item is priced, a FAC 3 will have been used on initial input of the contract into the data base.

WHLD

The entry of an A or B in the withhold code indicates that payment is to be withheld until certain action(s) is (are) complete. Input of the appropriate code is determined as follows:

(1) An A is shown when DFAR clause 252.204-7002 is cited and sublines are Not Separately Priced (NSP). Payment will be withheld until 11 NSP lines are delivered.

(2) A B is shown when DFAR 252.227-7030 applies and the ACO has directed the withholding due to delay in receipt of technical data.

(3) An entry of A in this field will automatically generate a Q in the SPC-CON-PVN field of the Contract Data Record. An entry of B in this field will automatically generate a Standard ACO Coded Remark (ACO-CDD) on the Remarks Data Record - CD Record - previously described.

INS ACPT

Inspection/Acceptance (I/A) code reflecting I/A requirements. See part 15, appendix 28 of this manual for a list and explanation of the codes.

CF RECORD

Supply Line Item Data.

CLIN

Same as Contract Line Item Number as described in the Service Line Item Data section (CE Record) previously described.

REPORT ELEMENTELEMENT DESCRIPTION

NSN	National Stock Number assigned under the Federal Cataloging Program. It consists of the six digit Federal Supply Classification (FSC), the seven digit assigned National Item Identification and the two position field for management data. In addition, if an NSN is not available a U will be in the first position followed by blanks. If an NSN is not applicable an N will be in the first position followed by blanks. If this item references an exhibit, an N will be in position one, blank position two, exhibit in positions three to nine and the rest of field blank. If delivery schedules are applicable to a service line item, an N will be in position one, blank position two, services in positions three to ten and rest of field blank. When a destination acceptance data item is to be sent to multi-destination points, a Z in position one, blank position two, the DoDAAD Code of the acceptance receiving activity in positions three to eight and blank the rest of the field.
ORD	Estimated Order Quantity indicator. If the order quantity is estimated an E is shown. Otherwise, the field will be blank.
ORD-QTY	This field represents the net increase or decrease applied to the order quantity on a change transaction (ACTN C or 2). On delete actions, (ACTN D or 3) the quantity on order at the time of the delete is shown as a decrease. When a new line item is added (ACTN A or 1). This field represents the quantity on order for a given CLIN or ELIN. When the quantity is unknown, a U followed by blanks will be shown.
PRCH UNIT	Unit of Measure or Purchase Unit is a two position field indicating a physical measurement or counts of items (foot, length, weight, etc.). A list containing commonly used units of measures and issue are contained in part 15, appendix 38 of this manual.
EST PRC	Estimated Unit Price Indicator. If Coded E, the unit price was estimated. Otherwise, it will be blank.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
UNIT PRC	The cost of each item ordered or received.
TOTAMT IND	Same as the estimated total amount indicator on the Service Line Item as previously described (CE Record).
TOT ITM AMT	Total Item Amount. If the ORD-QTY field is U blank or N blank and/or the UNIT-PRC field is U blank, N blank or C blank, an N will appear in this field. If the UNIT-PRC field is 9 blank, the total item amount is entered by the user will be shown on add (ACTN A or 1) and change (ACTN C or 2) actions. The total item amount shown on delete actions (other than N) is the original total item amount multiplied by negative one. Otherwise, the total item amount shown was generated by multiplying the ORD-QTY by the UNIT-PRC (generated by the system).
SPN	Same as SPN described for the Service Line Item Data (CE Record) previously.
NOUN	Represents the first eleven positions of the name and/or description of the item being procured as shown on the contractual document.
PARTNO	<p>When data are present, field consists of the manufacturer's part number preceded with the Commercial and Government Entity (CAGE) Code. This CAGE will be the code of the facility where the work will be performed. This will be the same code as that shown on the Contract Data Record (CA Record) in the CONTRR-FACL field. When the CONTRR-FACL field is not applicable, the CAGE on the Contract Data Record is shown. When a part number is not available, the field will be left blank.</p> <p>If fractions are involved, they are shown in three positions, i.e., $1/2 = 1/2$.</p>
PCMT	This is the same as the Procurement Quality Assurance Site described in the Service Line Item Data section (CE Record) above.
ACPT SITE	The description of this field is the same as the Acceptance Site in the Service Line Item Data section (CE Record) previously described.

REPORT ELEMENT

ELEMENT DESCRIPTION

FOB SITE

The Free On Board Site that the contractor agrees to deliver merchandise on board the conveyance without charge to the buyer.

CODE

D - Destination
O - Intermediate
S - Origin (Source)

QT PC-OVR

Quantity Variance Over is the code entered to indicate the percentage of the order quantity for a specific CLIN/ELIN which the contractor can deliver in addition to the ordered quantity. The codes and percentages represented are in part 15, appendix 70 of this manual.

QT PC-UND

Quantity Variance Under is the code entered to indicate the percentage of the order quantity for a specific CLIN/ELIN which can be undershipped by the contractor. Explanations of these codes are in part 15, appendix 70 of this manual.

LQ-DAMG IND

Liquidated Damages Indicator is the same as previously described in the Service Line Item section (CE Record).

FIN ACTN

A description of the financial action code is in the Service Line Item section (CE Record).

WHLD

The Withhold Code is a previously described for the Service Line Item (CE Record).

ACT FRST-AR

First article acceptance date on which the first article test is approved by the Government (YYMMDD).

ACRN

Accounting Classification Reference Number as previously described in the Service Line Item Data section (CE Record) above.

INS ACPT

The Inspection/Acceptance Code was described in the Service Line Item Data section (CE Record) above.

CG RECORD

Supply Schedule Data.

CLIN

The Contract Line Item Number for the schedule is the one described previously in the Service Line Item section (CE Record).

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
SHIP TO	DoDAAD Code of the destination point of the item.
MK FOR	DoDAAD Code of the ultimate recipient of the item.
DLSCHED DT-IND	When the delivery schedule date is estimated an E will appear. Otherwise, the field is blank.
DLV-SCHED DT1	Military Standard Requisitioning and Issue Procedures. A system of standard data elements, codes, forms and formats for requisition and issue of materiel, adaptable to both manual and mechanical document preparation, transmission and processing. When used in a contract indicates a MILSTRIP requisition resulted in a new procurement or amendment to a contract. This field consists of: (1) service (position 1), (2) requisitioner (positions 2-6), (3) Julian year (position 7), (4) Julian day (positions 8-10), (5) serial number (positions 11-14).
SCHED-QTY IND	Estimated Schedule Quantity Indicator. Will be Coded E if the delivery schedule quantity is estimated. Otherwise, it will be blank.
DLV-SCHED QTY	The quantity scheduled for delivery for this line at SHP/TO level.
CLISUB XHIT	The number used to identify the ordering of an exhibit for items being procured, if applicable; otherwise, will be blank. Data will be displayed throughout this line for all delivery schedules past and future that have not been deleted by MOD and/or correction.
TRNS-PRI CD	The Transportation Priority Code represents a number assigned to a schedule/shipment which establishes precedence (order) of handling and the method of material movement within the Defense transportation system.
ACRN	Accounting Classification Reference Number previously described on this report under the Service Line Item Data section.
CH RECORD	Army Accounting Classification Data Section.

REPORT ELEMENT

ELEMENT DESCRIPTION

ACRN

The Accounting Classification Reference Number is a control number which relates the Long Line Accounting Classification Citation Number to the detail Line Item Schedule information. Under MILSCAP, the ACRN is required to associate the Accounting Classification Trailer Record, the Supplies Schedules Data Record, and the Services Line Item Data Record with the Long Line Accounting Classification. The reference number is also used to associate the various record formats of the contract payment notice.

APROP

The Appropriation(s) shown in the contract for each department is (are) described below. The field will be blank on change (ACTN C or 2) and delete (ACTN D or 3) actions.

First and Second: Department Identify Code
- The number assigned by the Treasury Department to identify the Government or Agency to which an appropriation applies or to which it has been transferred. Applicable entries are 17, 21, 57, 69, or 97.

Third and Fourth: Transfer Department -
The number assigned by the Treasury Department to identify the Government Department/Agency from which an appropriation was transferred.

Fifth: Appropriation Fiscal Year Beginning
- The low order digit of the beginning fiscal year in which a multiyear appropriation is effective. If the appropriation is not a multiyear type, this space will be blank.

Sixth: Appropriation Fiscal Year Ending -
The low order digit of (1) the ending fiscal year in which a multiyear appropriation is effective or (2) the fiscal year in which an annual appropriation is effective. If the appropriation is a no-year type, an alphabetic X is used in this position.

Seven through Tenth: Appropriation Fund -
A serial number assigned by the Treasury Department to appropriations for identification, control, accounting and reporting purposes.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
LMT SUBH	Limit/Subhead field is a breakdown of a receipt, appropriation, or fund account for a specified purpose.
NONCELI	Non-CLIN/ELIN payment. A code representing requirements expressing contractor responsibilities not directly involving performance on the supplies line item(s) or service(s) but for which the contractor may be reimbursed or the Government may collect. See part 15, appendix 5 of this manual for a list of the codes and explanations.
FMS	On FMS appropriations/contracts. The two position alphanumeric FMS Country Code is shown. Not all FMS contracts contain FMS appropriations. A list of the codes are in part 15, appendix 32 of this manual. The FMS Country Code is used in the automatic payment of progress payments.
OBLIG	That amount stated at a contract or call/order level, by appropriation, which a Government agency will eventually disburse for goods or services under that contract or call/order. The net increase or decrease to be applied to the obligated amount is shown on change (ACTN C or 2) actions. Delete (ACTN D or 3) actions indicate the amount to be deobligated.
PAYG OFC	If Multiple Paying Offices are involved in payment responsibilities, the DoDAAD Code of the additional paying office will be shown here and the paying office in the contract data record section contain a 9 and five blanks.
PT L	Transaction Code indicates the type of action which has been or should be taken with the data to which it applies. For a list of the codes and explanations see part 15, appendix 40 of this manual.
IN UD	Invalid Indicator. This field indicates whether or not the transaction is valid or invalid. It will always be N for no.
DEP SRT	The Army Department Sort Code shown was generated as follows: If the PMT-CURRENCY in the Provisions Data section (CB Record) is C, a 5 is generated. Otherwise, a 1 is generated.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
FD CD	Fund Codes designate the appropriation of the funds to be charges.
PGM YR	The appropriate one position alphanumeric program year as reflected in the accounting classification is shown. The program year will contain data except for appropriation 21 X4991. The program year may be blank for appropriation 21 X4992 when the fund code generated is A5. If the program year was not available, the current fiscal year (i.e. for 1983 only) is shown.
AG CY	The Agency Code is a two digit code identifying: (1) for special funds -- The operation Agency issuing the funds, (2) for open and special allotment funds -- The Operating agency administering the funds, (3) for deposit fund transactions -- The operating agency under whose jurisdiction the using installation or activity operates and (4) for reimbursements -- The operating agency having jurisdiction over the installation furnishing the goods or services, or the operating agency to which funds were allocated for furnishing the goods or services. This code represents the second and thrid positions of the Army Supplemental Accounting Classification.
ALOT SER	The Allotment Serial is a number, not to exceed four digits, assigned by an operating agency to identify multiple fund subdivisions within an appropriation or fund subdivisions within an appropriation or fund. This number immediately follows the hyphen (-), which separates it from the general operation agency code. It is the fourth through seventh positions of the Army Supplemental Accounting Classification.
BDGT PROJ	Program Element/Budget Project. A seven position field representing: (1) Major program -- The first position of the field is used to identify the specific program under the five year defense program, (2) Subprogram -- The second position of the field is used to identify the first subdivision within the program account and (3) Budget project -- the third through seventh positions of the field are used to represent significant functions and activities in accordance with the performance budget structure. Represents the eighth through fourteenth positions of the Army Supplemental Accounting Classification.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
OBJ CLS	Element of Expense/Object Class. A classification designed to specify the type of resource being employed or consumed. A four digit number which is shown on accounting documents following the program element/budget project, separated by a hyphen (-). The first two positions (summary level) identify the object class codes used for reporting object classes to the office of management and budget (OMB) and Treasury Department. The last two positions are detail breakouts of the object class. Represents the 15th through 18th positions of the Army Supplemental Accounting Classification.
RQST ORDNO	Procurement Request/Order Number. A classification designed for all cost reimbursable type contracts, and those fixed priced type contracts which progress or advance payments are authorized. Comprised of the (1) Fiscal year--The fiscal year in which the program issued and (2) serial--A unique serially assigned number for a specific order. Represents the 23rd through 28th positions of the Army Supplemental Accounting Classification (fiscal year in 23 and serial in 24-28).
CONT PAYMT	The Contract Payment Notice (CPN) receipt is the DoDAAD Code of the accounting station to which the CPN is being sent.
CI RECORD	Air Force Accounting Classification Data.
ACRN	The Accounting Classification Reference Number as previously described in the Army Accounting section (CH Record).
APROP	Appropriation as previously described under the Army Accounting data section (CH Record).
LMT SUBH	The Limit/Subhead field description as it appears in the Army accounting data section (CH Record) applies here too.
NONCELI	Non-CLIN/ELIN payment provisions are the same as described for Army accounting data (CE Record).

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
FMS	The description for the FMS Country Code in the Army accounting data section (CH Record) above applies.
OBLIG	Obligated amount as described previously under Army accounting data (CH Record).
PAYG OFC	The Multiple Paying Office field description for the Army accounting data (CH Record) above applies here.
PT L	Transaction code previously described under Army accounting data (CH Record).
IN VD	Same as the Invalid Indicator described for Army accounting data (CH) Record).
DEP SORT	The Air Force Department Sort Code shown was generated as follows: If the PMT-CURNCY in the Provisions Data section (CB Record) is C, a seven is generated. Otherwise, a three is generated.
FD CD	The Fund Code. A two position code which represents an appropriation. Field reflects the 1st and 2nd positions of the Air Force Supplemental Accounting Classification Data.
FD AF	Same as the fund code above.
P Y	The appropriate one position program year as reflected in the accounting classification is shown. The program year field must contain data for all entries. A zero is entered if no data are available.
AG CY	The operating agency code represents the Air Force operating agency to which funds are allocated (two position codes are assigned to each operating agency). Field is the fourth through fifth positions of the Air Force Supplemental Accounting Classification.
ALOT SER	The Allotment Serial Number/Operating Budget Account Number is a two position code assigned by the operating agency to identify the activity to which funds are issued. Represents the sixth and seventh positions of the Air Force Supplemental Accounting Classification.

REPORT ELEMENTELEMENT DESCRIPTION

BDGT PROJ

Budget Program Activity Code (BPAC). The BPAC is a six position alphanumeric code established for a classification below appropriation level to identify major budget programs and activities. It is applicable for procurement and RDT & E appropriations. The first two positions indicate the budget program; the last four positions indicate the appropriate weapon system or research management activity. Represents the eighth through thirteenth positions of the Air Force Supplemental Accounting Classification.

MTL PGM

Material Program Code (MPC). The MPC is a four position code to identify major elements of weapon systems. These codes apply to the procurement appropriations and are used in those appropriations with the budget program activity code (BDGT-PROJ). Field represents the 14th through 19th positions of the Air Force Supplemental Accounting Classification.

EL XPNS

Element of Expense/Investment Code. This field identified the nature of services and items acquired for immediate consumption (expenses) or capitalization (investments). They provide information to facilitate financial management and budget preparation. Field represents the 20th through 24th positions of the Air Force Supplemental Accounting Classification.

PGM EL

The Program Element identifies subdivisions of program and cost data related to weapon systems or support functions in the Air Force Financial program. It is a six position code used in connection with the accounting system for operations. Field represents the 25th through 30th positions of the Air Force Supplemental Accounting Classification.

ACCTG STA

The Accounting Station is a six position code assigned to identify principal Accounting and Finance Offices (AFOs) accounting and disbursing agent offices and accounting agent offices. The first four positions are the disbursing station symbol number (DSSN) assigned by the Treasury Department to all U.S. Government disbursing stations. The last two positions are assigned by AFAFC as a suffix to the DSSN to identify principle AFOs or agents. Field represents the 31st through 36th positions of the Air Force Supplemental Accounting Classification.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
CONT PAY	The Contract Payment notice recipient as described previously in this manual for Army accounting data (CH Record).
CJ RECORD	DLA Accounting Data.
ACRN	The Accounting Classification Reference Number as previously described in the Army accounting section (CH Record).
APROP	Appropriation as previously described under the Army accounting data section (CH Record).
LMT SUBH	The Limit/Subhead field description as it appears in the Army accounting data section (CH Record) applies here.
NONCELI	Non-CLIN/ELIN payment provisions are the same as described for Army accounting data (CE Record).
FMS	The description for the FMS Country Code in the Army accounting data section (CH Record) above applies.
OBLIG	Obligated amount as described previously under Army accounting data (CH Record).
PAYG OFC	The Multiple Paying Office field description for the Army accounting data (CH Record) above applies here.
PT L	Transaction code previously described under Army accounting data (CH Record).
IN VD	Same as the Invalid Indicator described for Army accounting data (CH Record).
DEPT SORT	The DLA Department Sort Code shown was generated as follows: If the PMT-CURRENCY in the provisions data section (CB Record) is C, a six is generated. Otherwise, a two is generated.
FD CD	Fund Code as previously described in this manual under the Army accounting data section (CH Record).
ALOTM SUB	Allotment/Suballotment. This element is a three position field for DDS/DLA fund sites. Represents the second through fourth positions of the DLA Supplemental Accounting Classification.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
PGM-CST-ACC	Program and Cost Account Number is a five position field consisting of (1) program number--a three digit number which identifies the budget program or the project/subproject accounts thereunder and (2) cost account number--a two digit number identifying the lowest functional level within the program or project/subproject for which costs are required. This field must contain data except for appropriation 97 X4961. Represents the sixth through tenth positions of the OSD/DLA Supplemental Accounting Classification.
OBJ CLS	Object Class Code. An alphanumeric classification of financial transactions according to the nature of the services or supplies, equipment or other assets procured. Represents the 12th through 14th positions of the DLA/OSD Supplemental Accounting Classification.
ACCTG STA	Fiscal Accounting Station Number. This element identifies the activity (office) which performs the financial accounting functions relative to appropriations made available by HQ DLA.
CONT PAY	Contract Payment Notice Recipient as described for Army Accounting Data (CH Record).
CK RECORD	Navy Accounting Data.
ACRN	The Accounting Classification Reference Number as previously described in the Army accounting section (CH Record).
APROP	Appropriation as previously described under the Army accounting data section (CH Record).
LMT SUBH	The Limit/Subhead field description as it appears in the Army accounting data section (CH Record) applies here.
NONCELI	Non-CLIN/ELIN payment provisions are the same as described for Army accounting data (CE Record).
FMS	The description for the FMS Country Code in the Army accounting data section (CH Record) above applies.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
OBLIG	Obligated amount as described previously under Army accounting data (CH Record).
PAYG OFC	The Multiple Paying Office field description for the Army accounting data (CH Record) above applies here.
PT L	Transaction code previously described under Army accounting data (CH Record).
IN VD	Same as the Invalid Indicator described for Army accounting data (CH Record).
DEPT SORT	The DLA Department Sort Code shown was generated as follows: If the PMT-CURRENCY in the provisions data section (CB Record) is C, a six is generated. Otherwise, a two is generated.
FD CD	Fund Code as previously described in this manual under the Army accounting data section (CH Record).
CLS CD	Object Class Code. An alphanumeric classification or financial transactions according to the nature of the services, supplies, equipment, or other assets procured. The object class normally requires two digits; however, IBOP requires three.
BUR CTL	A Bureau Control Number is an allotment authorization number consisting of five digits. The first two positions designate the budget project and the next three positions constitute the serial number assigned to the allotment. Represent the fourth through eighth positions of the Navy Supplemental Accounting Classification.
ALOT	The suballotment or operating budget subdivision is a one position alphanumeric component of the Navy Accounting Classification which is used to control budgets or allotments that are issued by major activities to subactivities.
ACCTG ACTY	Authorization Accounting Activity. The activity designated to perform accounting for an allotment, or when a suballotment is involved, for the suballotment. The activity will be identified by the unit identification code assigned to the activity. Represents the 10th through 15th positions of the Navy Supplemental Accounting Classification.

REPORT ELEMENTELEMENT DESCRIPTION

TRX CD

Transaction type is a two position code used to identify the related functional accounts. Represents the 16th through 17th positions of the Navy Supplemental Accounting Classification. Transaction Type Codes 1D, 1H and 2B should only be used with AAA, 000014, 000017, 000019, 000024, 000030, and 065872. If appropriation 17 X4912 contains Code 2E, the code was changed to 2F and the contracting office notified of the change. When parcel post or other transportation charges are obligated, only TT is entered. The money amount shown on the transportation obligation was not entered. The list of codes and explanations is in part 15, appendix 61 of this manual.

PROPTY ACCT

Property Accounting Activity Code. This field is used to identify stores accounts; plant property accounts; travel order identifications; fleet and security assistance program requisitions; research, development, test and evaluation; Navy stock fund budget project; and military personnel, Navy subsistence-in-kind program. If this field is not used to identify one of the above items, it will be available as an extension of the cost element for other pertinent data. Represents the 18th through 23rd positions of the Navy Supplemental Accounting Classification.

NAVY CST

The cost code is the source of any information needed for the preparation of reports that require details beneath the level identified in the remainder of the accounting classification code or for which shortened coding is desired. Represents the 24th through 35th positions of the Navy Supplemental Accounting Classification.

CONT PAYMT

The Navy does not use the contract payment notice recipient field.

16.126 UNMD370A - SECTION 5 CLOSED CONTRACTS BY ACO

a. Data Summary

PURPOSE:	This report provides a list of contracts which have closed during the current month (since the last month end processing cycle) for a specified Administrative Contracting Officer (ACO). The contracts are listed for the requested date range. Only the online Closed History File inquiry (which has been removed) formation is provided.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Requested - As Determined Locally
SORT SEQUENCE:	PIIN/SPIIN/CAO-ORG-CD
PAGE BREAKS:	Change in ACO or as page is filled.
TOTAL:	N/A

16.126 UNMD370A - SECTION 5 CLOSED CONTRACTS BY ACO (CONT'D)

b. Sample Report

REPORT NUMBER	UNMD370A	DATE	95 DEC 07	CLOSED CONTRACTS REGION REPORT	RTG CODE NC	RQSTR JHUFF	PAGE	1
PIIN	SP11N	CAO CODE	CAR SECTION	CAR PARTNO	CLOSING DATE RANGE	93 OCT 10 - 93 DEC 31		
NEGATIVE REPORT					DATE CLOSED	PK9 DATE	CONTRACTOR NAME	
LAST PAGE								

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMD370A	Section 5 Closed Contracts For ACO ##.
DATE	Date of the report (YYMMDD).
CAO CODE	The Contract Administration Office (CAO) Code is used to route the report to the appropriate requester's location.
PAGE	Page number.
REQUESTOR	The information entered on the request to identify the individual requesting the report.
PIIN	The Procurement Instrument Identification Number identifies each closed document.
SPIIN	The Supplemental Procurement Instrument Identification Number identifies each call or order to a basic procurement instrument.
CAO CODE	This is the Contract Administration Office Code which identifies the office that had administrative responsibility for the closed document.
DATE CLOSED	The date the document closed (YYMMDD).
PK9 DATE	The date a PK9 was sent for the closed contract. Will be blank if a PK9 was not sent (YYMMDD).

16.127 UNMD400A - RDF HISTORY BY CONTRACT

a. Data Summary

PURPOSE:	This report provides a listing of Revised Delivery Forecast History information for a particular contract based on various request levels.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report
FREQUENCY/RETENTION:	As Requested - As Determined Locally
SORT SEQUENCE:	PIIN/SPIIN/ORG
PAGE BREAKS:	Contract Number Change
TOTAL:	N/A

b. Sample Report

LAST PAGE

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>REPORT DESCRIPTION</u>
REPORT NUMBER	Self-explanatory.
DATE	Report Run Date.
REQUESTER	The requester code is a means of indicating more specifically to which individual or group of individuals the report should be routed.
PAGE	Page number.
CONTRACTOR NAME	Reflects the name of the contractor recorded for the contract reported.
PIIN/SPIIN	The Procurement Instrument Identification Number (PIIN) and Supplemental Procurement Instrument Identification Number (SPIIN) of the reported document. The SPIIN should reflect the call/order number only when it applies.
CAO CD	The Contract Administration Office Code assigned the subject contract.
IS/CMA	A two position code which reflects the Industrial Specialist (IS) or Contract Management Assistant (CMA) assigned production responsibility for the subject contract.
ACO CD	A two position code indicating to which Administrative Contracting Officer the subject contract is assigned.
TRANSACTION DATE RANGE	Reflects the transaction date range requested on the inquiry.
CLIN/ELIN	Contract Line Item/Exhibit Line Item Number. This number identifies each supply or service recorded in the data base.
SHIP TO	Identity code of the destination point of the item.
RFD DEL SCH DAT	The date the line item is to be delivered/performed.
RDF DEL SCH QTY	The quantity of the line item to be delivered/performed.
RVSN RSN	The agent responsible for and coded reason for later performance.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
FSCT DEL DT	The date the Production Specialist determined that performance is most likely to occur.
MIL/NO NSN	The MILSTRIP Number or NSN whichever is applicable.
PCH UNT	The unit of issue showing on the purchase request document.
RDF TRNS DT	The date the RDF transaction was forwarded.
CAO REC	Recommendation Codes by CAO for action to be taken on a particular contract.
ACTG ACO	The acting ACO.

16.128 UNMD410A - CONTRACTOR STATUS LIST

a. Data Summary

PURPOSE:	This report displays all contracts for a particular contractor and the status of each.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report
FREQUENCY/RETENTION:	As Requested - As Determined Locally
SORT SEQUENCE:	PIIN/SPIIN/ORG-CD
PAGE BREAKS:	When page is full.
TOTAL:	N/A

16.128 UNMD410A - CONTRACTOR STATUS LIST (CONT'D)

b. Sample Report

REPORT NUMBER	UNMD410A	DATE	95 NOV 24	CONTRACTOR STATUS LIST				RTG CODE NY	PAGE	21	REQUESTER: HAL G
ACD:	IS/CMA:	CAGE: 88277	CONTRACTOR NAME: MCDONNELL DOUGLAS CORP	CLIN	DLQ	DT-DEL	RSN	FRCST-DT	PROD-SUV-CD		
	PIIN	SPIIN									
	F34601 89 D1454	0002								3	
		0008									
		0005									
		0001									
		0006									
		0007									
	SP0460 95 MC860			0001	D	95MAY31				3	
	N00383 91 MC059									3	
	F34601 91 C0085									3	
	F34601 91 C0992									3	
	F41608 88 D2292										
		0008									
		0004									
		0005									
		0007									
		0006									
		0003									
		0001									
		0002									
	N00019 87 G0305									5	
	F33657 95 D2026									5	
	F04606 94 G0049									5	
	F34601 89 D1454									5	
	F41608 88 D2292									5	
	F41608 95 M3226									5	
	F41608 95 M3229									5	
	F41608 95 M3530									5	

LAST PAGE

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>REPORT DESCRIPTION</u>
REPORT NUMBER	Self-explanatory.
CAO CD	The code of the Contract Administration Office which is assigned to the contracts shown.
DATE	Report Run Date.
PIIN	Each contract number for the contractor requested will be shown in this position.
SPIIN	The call/order number associated with the respective PIIN will be shown when appropriate.
NOUN	The noun will be shown respectively to the PIIN/SPIIN in this position.
DLQ	A D indicates that the contract is delinquent and an N indicates that the contract is not delinquent.
DT-DEL	The date the contract is due to be delivered will be shown in this position.
RSN	The reason for delay of the contract will be listed in this column. These codes are G-Government, K-Contractor and U-Unknown and the two position R8 Remark.
FRCST-DT	The forecasted date (YYMMDD) is shown in this column.
PROD-SUV-CD	This codes indicates the level of production involvement for the contract displayed.

16.129 UNPA050A - H8 REJECT LIST

a. Data Summary

PURPOSE:	This list is a daily printout of errors resulting from transmissions by DLSC that did not pass the MOCAS validation on non-Government Activities. These include additions and deletions of contractor address data.
SOURCE OF DATA:	Validation
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - Until Corrections Completed
VOLUME:	MIN-1 each DCMD, AVG-N/A, MAX-N/A
SORT SEQUENCE:	Commercial and Government Entity (CAGE) Code, Federal Supply Code for Nonmanufacturers (FSCNM) or NATO Supply Code for Manufacturers (NSCM)
DESCRIPTION:	<p>This list is a daily printout of errors resulting from transmissions by DLSC that did not pass the MOCAS validation on non-Government activities. These include additions and deletions of contractor address data. DLSC will be contacted by phone, informed of the error condition, and requested to furnish a correction. If necessary, an emergency correction can be obtained from DLSC and manually input using DLA Form 1078 or Job Name UYMADE00 Systems Office by the Data Input Group. The Data Input Branch will file this list and use it as a reference to determine if the corrections have been made by DLSC. If no data are received or reinput, a negative report is produced. Only those errors applicable to the individual DCMD should be reviewed.</p>

16.129 UNPA050A - H8 REJECT LIST (CONT'D)

b. Sample Report

To Be Developed

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA050A	H8 Reject List Report.
DATE	Calendar date report is printed. Shown as YYYYMMDD.
PAGE	Sequential number of pages within the report.
REPORT NAME	H8 Reject List.
NOTE: Data on this report is entered in the format as received from DLSC.	

16.129.1 UNPA290A – EFT MASTER CLEAN-UP PROGRAM

a. Data Summary

PURPOSE:	This list is an as requested report that shows the differences between the ADRS and ADRR files for contractor remit to addresses.
SOURCE OF DATA:	Validation
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	As requested
SORT SEQUENCE:	Commercial and Government Entity (CAGE) Code, PIIN/SPIIN
DESCRIPTION:	resulting from transmissions by DLSC that did not pass the MOCAS validation on non-Government activities.

16.129.1 UNPA290A - EFT Master Clean-up Program (CONT'D)

b. Sample Report

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA290A	EFT Master Clean-up Program.
DATE	Calendar date report is printed. Shown as YYYYMMDD.
PAGE	Sequential number of pages within the report.
REPORT NAME	EFT Master Clean-up Program.

16.130.1 UNPA300A – CONTRACTOR REMITTANCE ADDRESS CHANGES

a. Data Summary

PURPOSE:	This is a daily listing of those Contrator Remit To Addresses
SOURCE OF DATA:	On-line and Batch input
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily
SORT SEQUENCE:	Commercial and Government Entity (CAGE) Code
DESCRIPTION:	This is a daily listing of those contractor Remit to address changes that affect the contracts.

16.130.1 UNPA300A - Contractor Remittance Address Changes (CONT'D)

b. Sample Report

REPORT NUMBER	UNPA300A	DATE	01 OCT 30	CAO CODE	PAGE	1
CONTRACTOR REMITTANCE ADDRESS CHANGES						
CAGE	OLD REMITTANCE NAME & ADDRESS	CAO-ORG	NAME CHANGE IND	NEW REMITTANCE NAME & ADDRESS		
08S24	PAUL A GENIUS AT TIMES THEN AGAIN BUCKEYE OH 42356	DB	Y	PACIFIC TRAND CORD PO BOX TRY ONTARIO CAN 712 278		

c. Report Element Description

<u>REPORT NUMBER</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA300A	Contractor Remittance Address Changes.
DATE	Calendar date report is printed. Shown as YYYYMMDD.
PAGE	Sequential number of pages within the report.
REPORT NAME	Contractor Remittance Address Changes
CAGE	The CAGE which is affected by the Address Change
OLD REMITTANCE NAME & ADDRESS	The previous remit to address of the CAGE.
CAO-ORG	The CAO assigned to the CAGE
NAME CHANGE INDICATOR	When a change is made, the indicator is 'Y'
OLD REMITTANCE NAME & ADDRESS LAST PAGE	The new remit to address of the CAGE. Statement that appears on report to indicate end of report.

16.130.2 UNPA300B – CONTRACTOR REMITTANCE REJECT REPORT

a. Data Summary

PURPOSE:	This is a daily listing of those Contrator Remit To Addresses input through DLIS/CCR that reject for various reasons.
SOURCE OF DATA:	Batch DLIS/CCR input
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily
SORT SEQUENCE:	Commercial and Government Entity (CAGE) Code
DESCRIPTION:	Resulting from transmissions by DLSC that did not pass the MOCAS validation on non-Government activities.

16.130.2 UNPA300B - CONTRACTOR REMITTANCE REJECT REPORT (CONT'D)

b. Sample Report

REPORT NUMBER	UNPA300B	DATE	01 OCT 30	CAO CODE	PAGE	1
CONTRACTOR REMITTANCE REJECT REPORT						
CAGE	ADDRESS LINE			ERROR MESSAGE		
11P24	A & Z IMPORT S AND EXPORTS					
	THIS IS CANADIAN TEST					
	4					
COUNTRY CODE: CAN						
CITY: BRITISH COLUMBIA		STATE:	ZIP: 777 6113	NOT A VALID ZIP CODE		

c. Report Element Description

<u>REPORT NUMBER</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA300B	Contractor Remittance Reject Report.
DATE	Calendar date report is printed. Shown as YYYYMMDD.
PAGE	Sequential number of pages within the report.
REPORT NAME	Contractor Remittance Reject Report
CAGE	The CAGE which is affected by the Address Change
ADDRESS LINE	The address change that did not pass MOCAS validation.
ERROR MESSAGE	The reason for rejecting the remit to address change
OLD REMITTANCE NAME & ADDRESS LAST PAGE	The new remit to address of the CAGE. Statement that appears on report to indicate end of report.

16.130.3 UNPA300C – CONTRACTOR REMITTANCE ADDRESS CHANGES BY ORG

a. Data Summary

PURPOSE:	This is a daily listing of those Contrator Remit To Addresses input through DLIS/CCR that reject for various reasons.
SOURCE OF DATA:	Batch DLIS/CCR input
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily
SORT SEQUENCE:	Org Code
DESCRIPTION:	This is a daily listing of those contractor Remit to address changes that affect the Contracts that reject.

16.130.3 UNPA300C- CONTRACTOR REMITTANCE ADDRESS CHANGES BY ORG (CONT'D)

b. Sample Report

REPORT NUMBER	UNPA300C	DATE	01 OCT 30	CAO CODE	DC	PAGE	1
CONTRACTOR REMITTANCE ADDRESS CHANGES BY ORG							
CAGE	OLD REMITTANCE NAME & ADDRESS	CAO-ORG	NAME CHANGE IND	NEW REMITTANCE NAME & ADDRESS			
08S24	PAUL A GENIUS AT TIMES THEN AGAIN BUCKEYE	DB	Y	PACIFIC TRAND CORD PO BOX TRY ONTARIO CAN 712 278			
	OH 42356						

c. Report Element Description

<u>REPORT NUMBER</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA300C	Contractor Remittance Address Changes by Org.
DATE	Calendar date report is printed. Shown as YYYYMMDD.
PAGE	Sequential number of pages within the report.
REPORT NAME	Contractor Remittance Address Changes by Org
CAGE	The CAGE which is affected by the Address Change
OLD REMITTANCE NAME & ADDRESS	The previous remit to address of the CAGE.
CAO-ORG	The CAO assigned to the CAGE
NAME CHANGE INDICATOR	When a change is made, the indicator is 'Y'
OLD REMITTANCE NAME & ADDRESS LAST PAGE	The new remit to address of the CAGE. Statement that appears on report to indicate end of report.

16.130 UNPA350A - UNMATCHED REPLACEMENTS

a. Data Summary

PURPOSE:	This is a daily listing of those codes that were unmatched to the Master Address File (MAF). Only those H8 Codes that are applicable to the region should be reviewed and corrections submitted.
SOURCE OF DATA:	Validation
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - Local Option
VOLUME:	MIN-1 each DCMD, AVG-N/A, MAX-N/A
SORT SEQUENCE:	Commercial and Government Entity (CAGE) Code, Federal Supply Code for Nonmanufacturers (FSCNM), or NATO Supply Code for Manufacturers (NSCM)
DESCRIPTION:	This is a daily listing of those codes that were unmatched to the Master Address File (MAF). Only those H8 Codes that are applicable to the district should be reviewed.

16.130 UNPA350A - UNMATCHED REPLACEMENTS (CONT'D)

b. Sample Report

REPORT NUMBER UNPA350A		DATE 95 DEC 07		CAO CODE CA		PAGE 1	
UNMATCHED REPLACEMENTS NO MATCHING MASTER WITHIN LOCAL REGION							
OLD CAGE	NEW CAGE	OLD CAGE	NEW CAGE	OLD CAGE	NEW CAGE	OLD CAGE	NEW CAGE
K4F77	U9S32	0HCU8	9F184	OKTA9	8W597	OU7V5	OJKNO
OVFR8	2T757	0XFF3	9F184	OX211	0XA56	OZRG3	99789
OZZ69	Q30T7	006D4	0V2K6	01RL0	6X369	04HAB	OYKR9
04WE3	9E580	04ZF8	04VF1	62343	0ELZ7		

*** LAST PAGE ***

c. Report Element Description

<u>REPORT NUMBER</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350A	Unmatched Replacements Report.
DATE	Calendar date report is printed. Shown as YYYYMMDD.
PAGE	Sequential number of pages within the report.
REPORT NAME	Unmatched Replacements, No Matching Master Within Local District.
OLD CAGE	The CAGE, FSCNM, or NSCM which is unmatched to the Master Address File.
NEW CAGE	The CAGE, FSCNM, or NSCM which replaces the Old CAGE.
LAST PAGE	Statement which appears on report to indicate end of report.

16.131 UNPA350B - CONTRACTOR DATA LIST

a. Data Summary

PURPOSE:	Lists new/changed contractors, addresses and attribute data. Also contains contractor update actions, locally input without a CAO and ADP Point Code.
SOURCE OF DATA:	Data Input
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily and Monthly - Until UNPA400 A/B Received
VOLUME:	MIN-2 each DCMD/1 each CAO, AVG-N/A, MAX-N/A
SORT SEQUENCE:	Contract Administration Office (CAO) and Commercial and Government Entity (CAGE) Code, Federal Supply Code for Nonmanufacturers (FSCNM), or NATO Supply Code for Manufacturers (NSCM) within CAO
PAGE BREAK:	H8 Code (Minor) within CAO Code (Major)

16.131 UNPA350B - CONTRACTOR DATA LIST (CONT'D)

b. Sample Report

REPORT NUMBER	UNPA350B	DATE	96 NOV 08	CAO CODE	WC	PAGE	1
NEW CAGE							
CAGE MESSAGE	ADDRESS-LINE1	ADDRESS-LINE2	ADDRESS-LINE3	ACO	IS CMA PA QAR	OF CC BC ATTDE	CSC TIN
CP ADD DTE DCASR	ADDRESS-LINE4	ADDRESS-LINE5	PROV SD T F/D OED	CAO	ORG CODE QA-CODE		
* 11487	CRAZY CRITTERS	8927 18TH BLVD		MAHONING	WA 55667		
	96313 SC1016	S3912A WC	1	WJX WJR WJX	96313		\$ 541948927
				ADDRESS LOCAL	ATTRIBUTE DATA LOCAL		
* 85443	NIKKO'S TRAINING	3489 SEAGAL BLVD		WASHINGTON	CT 58695		
	96313 SC1016	S3912A WC	1	WJX WJR WJX	96313		\$ 585012409
				ADDRESS LOCAL	ATTRIBUTE DATA LOCAL		
*** LAST PAGE ***							

c. Report Element Description

<u>REPORT NUMBER</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350B	Contractor Data List File.
DATE	Calendar date report is printed. Shown as YYMMDD.
CAO CODE	The CAO having cognizance over the contractors listed on a given segment of the report.
PAGE	Sequential number of pages within a CAO segment of the report.
REPORT NAME	Contractor Data List.
IDENT	Activity Identity Code. The CAGE, FSCNM, or NSCM (H8) of the affected activity.
CAO	Contract Administration Office. The CAO having cognizance over the contractor listed under IDENT.
ACTIVITY NAME AND ADDRESS DATA	The In-The-Clear name and address of the contractor.
ADD-DTE	Address Date. Date of last change to contractor's name and/or address.
DCMD	Defense Contract Management District. The DCMD within whose boundaries the contractor is located. (The type transaction will follow the DCMD Code. There is no header for type transaction.)
CSN	Contractor Sequence Number. A code assigned to new contracts input into system in order to control them in alpha sequence by assigning a numerical sequential number.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
CAO	Contract Administration Office. The CAO having cognizance over the contractor.
ORG-CDE	Organizational Code. The organizational element of a DCMD to which administration responsibility for the contractor has been assigned.
QA CODE	Quality Assurance Organization Code. A three position code which identifies the Division, Branch and Section having QA cognizance.
PROV	Quality Assurance Provision Code. A code identifying the highest quality provision to which the contractor is currently required to comply. A - MIL Q 9858A B - NHB 5300.4 (1B) C - MIL I 45208A D - NHB 5300.4 (1C) E - Other
SD	Status Designator Code. A one position code that reflects the status of an CAGE/FSCNM/NSCM. Must be A, B, C, D, E, F, H, N, P, R, T, U, W, or Y.
T	Type Organizational Entity Code. A code identifying the applicable type of organizational entity. A - H-4-1 & H-4-2 Manufacturers B - Bidders E - H-4-3 & NATO Manufacturers F - H-8-1 & H-8-2 Non-Government Organization
F/D	Foreign/Domestic Designator Code. A code which designates the location of an organizational entity as to domestic or foreign. 1 - Domestic (includes Alaska, Hawaii, and U.S. possessions). 2 - Foreign 3 - Canadian

REPORT NUMBERELEMENT DESCRIPTION

OED	Organizational Entity Designator. An alphanumeric code which denotes that one or more conditions exists pertaining to an Organizational Entity Record. % - Denotes CAGE assigned to the parent organization of a corporate complex. G - Denotes CAGE assigned to a Government Activity. 3 - Denotes Defense Industrial Plant Equipment Center (DIPEC) interest in CAGE Record. 4 - Combination of Code 3 and Code %. 5 - Combination of Code % and Code G. 6 - Combination of Code 3 and Code G. 7 - Combination of Code 3, Code %, and Code G.
ACO	Administrative Contracting Office Code. A code that identifies the ACO having cognizance of the contractor/facility.
IS	Industrial Specialist Code. A code that identifies the IS having surveillance of the contractor/facility.
CMA	Communications Mechanization Code. A single digit number code to indicate the type of communication medium to be used and the type of documentation that can be furnished to a recipient activity from the CAO. 1 - Cards transmitted via AUTODIN. 2 - Cards transmitted by mail. 3 - TWX transmitted via AUTODIN. 4 - TWX transmitted via by mail. M - Message format. P - Cards transmitted.
PA	Property Administrator Code. A code identifying the representative that is responsible for property administration applicable to a contractor.
QAR	Quality Assurance Representative Code. A code assigned to the individual performing quality assurance at the contractor/facility.
QF	Quality Assurance Facility Code. A code which identifies if quality assurance support for a contractor/facility is provided by a Resident (R) or Nonresident (N) QAR.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
CC	Commodity Code. A code which indicates the predominant commodity manufactured by a contractor/facility.
BC	Business Category Code. A code that depicts the physical and geographical characteristics of a contractor.
ATT DTE	Attribute Date. Date of last change to contractor's attribute data.
CSC	Corporate Status Code. A code that identifies the contractor as a corporate entity, an unincorporated entity, a corporation providing medical, or a nonprofit hospital.
TIN	Taxpayer Identification Code. A SSN issued by the Social Security Administration or an employer identification number issued by the IRS. It is a number required by the IRS to be used by the offeror in reporting income tax and other returns.
ADDRESS	Address. The words Local or Transmitted may be entered following this report element to indicate address data was input locally or received from DLSC.
ATTRIBUTE DATA	Attribute Data. The words Local or Transmitted may be entered following this report element to indicate attribute data was input locally or received from DLSC.

The following are the types of transactions shown on this report. The title of the type of transaction will print immediately following the DCMD Code:

<u>REPORT NUMBER</u>	<u>ELEMENT DESCRIPTION</u>
NEW CONTRACTOR	<p>This is daily listing of new contractors, and their address data that have been added to the file by the Services, contractors or DCMD. This includes input from DLSC and local input. District input is identified by the term Address Data. Terminal input is identified by the term Address Data</p> <p>Transmitted. This list is in CAO, and H8 Code within CAO sequences. Each daily report is cumulative for the month. An asterisk (*) in the left margin identifies those contractors who appeared for the first time on the report. Only those contractors that fall within the area of each DCMDs responsibility will appear on this list.</p>

REPORT ELEMENT

ELEMENT DESCRIPTION

This listing is to be furnished to the Contract Review Data Input Branch and functional elements to alert them that a new contractor is in the file and will now require the submission of attribute data as soon as possible. It is also furnished to the Industrial Labor Relations Office to make them aware of the new contractors now doing business with DoD, although, attribute data do not have to be submitted by the ILRO. Attribute data from the other functional elements should be routed through Data Input Branch for batching. This listing will also be used by the Data Input Group to verify that there is no code for a contractor in the MAF before calling DLSC to request a new code assignment. The Contract Data Input Branch is responsible for filing daily and monthly reports. Monthly reports may be destroyed after they are no longer needed.

The report produced from monthly processing will be designated Monthly and will be bound and retained until UNPA400A/B listing is produced. After which the preceding monthly listings can be destroyed. This report will be filed for reference and made available for research purposes. Contractors will also appear on Report Number UNPA350L showing old and new CAO Codes.

CHANGES CONTRACTOR

This is a daily listing of those contractors who have had some part of their address or attribute data changed. This listing contains only those contractors that fall in code sequence within the CAO. It is cumulative for the month and identifies data that have not appeared on a previous week's report by an asterisk (*) in the left margin. The Data Input Branch will review this list daily to determine what changes to the name and address file are needed. Review should reveal three types of address changes:

(1) Those that change a contractor's address from location to another location within a districts boundaries. For these changes, F will process a name and address change.

(2) Those that change a contractor's address within local district boundaries on which a remittance address has been established. For these changes F will advise the contractor by letter and request that they advise whether or not the remittance address should be changed.

REPORT ELEMENT

ELEMENT DESCRIPTION

(3) Those address changes which would remove the contractor from the districts boundaries. For these changes F will advise the ACO and request that a modification be issued to transfer the contract in the event the contractor is actually being relocated.

NEW/CHANGED CONTRACTOR This listing will contain only those contractor update actions that are locally input without a CAO and ADP Point Codes. DLSC update transactions containing other DCMDs CAO and ADP Point Codes are bypassed and do not appear on this list. If there are no locally input transactions this output product would not be produced.

 This listing is cumulative daily and monthly and identifies data that have not appeared on a previous daily report by an asterisk (*) in the left margin. The terms Address-Local or Transmitted and Attribute Data-Local or Transmitted identify those update actions that were input locally or received from DLSC.

ATTRIBUTE/CHANGED This is a daily listing of those contractors which had attribute changes, and indicates that the changes have been incorporated into the MODV File.

 UNPA350B should be filed daily and destroyed each time a new daily is received. File the monthly listing until UNPA400A/B is received. At that time, all previous monthly listings may be destroyed.

ATTRIBUTE CHANGED This is a a daily listing of address attribute data changes which have been made on the PINV File.

DELETE - SEE This listing will contain only those contractor update NONE actions which delete a contractor's CAGE Code without a replacement.

DELETE - SEE This listing will contain only those contractor update (New CAGE Code) actions which delete a contractor's CAGE Code and replace it with a new one.

16.132 UNPA350C - INCOMPATIBLE CAO/ORG/QA CODES DAILY

a. Data Summary

PURPOSE:	This list represents incompatible organization to QA Organization Codes that have been input.
SOURCE OF DATA:	Validation
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - Optional
VOLUME:	MIN-2 each DCMD, AVG-N/A, MAX-N/A
SORT SEQUENCE:	Contract Administration Office (CAO) and Commercial and Government Entity (CAGE) Code, Federal Supply Code for Nonmanufacturers (FSCNM), or NATO Supply Code for Manufacturers (NSCM) within CAO
DESCRIPTION:	<p>Incompatible CAO/ORG/QA Codes - Daily - UNPA350C</p> <p>This list represents incompatible organization to QA Organization Codes that have been input. Review to ensure that discrepancies are intentional or the result of an input error and correct as necessary. The QA Monitor should be consulted as to whether the incompatibility was intended or is an error.</p>

16.132 UNPA350C - INCOMPATIBLE CAO/ORG/QA CODES DAILY (CONT'D)

b. Sample Report

REPORT NUMBER	UNPA350C	DATE	95 DEC 07	CAO CODE	CA	PAGE	1
		INCOMPATIBLE CAO/ORG/QA CODES - TODAY'S UPDATES					
CAGE ORG	CAO QACD	CAGE ORG	CAO QACD	CAGE ORG	CAO QACD	CAGE ORG	CAO QACD
ONP41 NL S0507A NFO		OSV45 NH S0512A XHO					

*** LAST PAGE ***

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350C	Incompatible CAO/ORG/QA Codes Daily Report.
DATE	Calendar date report is printed. Shown as YYMMDD.
CAO CODE	The CAO having cognizance over the activities listed on the report.
PAGE	Sequential number of pages within a CAO segment of the report.
REPORT NAME	Commercial and Government Entity Code. The CAGE Code, FSCNM, or NSCM (H8) of the affected activity.
ORG	Organizational Code. The organizational element of a DCMD to which administration responsibility for the contractor has been assigned.
CAO	Contract Administration Office. The CAO having cognizance over the activity identified by the CAGE Code.
QA CD	Quality Assurance Organization Code. A three position code which identifies the division, Branch and Section having QA cognizance over the activity identified by the CAGE Code.

16.133 UNPA350D - NEW DoD

a. Data Summary

PURPOSE: This is a cumulative daily listing of new Government activities that have been added to the DoDAAD File by Defense Automatic Addressing Systems Office (DAASO) per request from one of the Services or Agencies.

SOURCE OF DATA: Data Input

TYPE/MEDIUM: Output Report - Standard Paper

FREQUENCY/RETENTION: Daily - See PURPOSE

VOLUME: MIN-1 each DCMD, AVG-N/A, MAX-N/A

SORT SEQUENCE: Activity Identity Code

PAGE BREAK: Activity Identity Code

DESCRIPTION: This is a cumulative daily listing of new Government activities that have been added to the DoDAAD File by Defense Automatic Addressing System Office (DAASO) per request from one of the Services or Agencies. Data are recycled for cumulative printing from the first of the month to the end of the month, at which time a monthly listing will be printed and all recycling records dropped. Records being shown for the first time will be identified by an asterisk (*) in the left hand margin. F will file and maintain daily and monthly listings for reference. Monthly listing will be held until Report UNPA400A/B is received and then all previous monthly listing will be destroyed. Locally input DoDAACs will be checked against this report. If the coding sheet and the report agree, the coding sheet may be destroyed. If the report is incorrect, the corrected information will be resubmitted.

b. Sample Report

REPORT NUMBER	UNPA350D	DATE	95 DEC 07	CAO CODE	PAGE	4
NEW DODAAC						
DODAAC	MESSAGE	ADDRESS-LINE1	ADDRESS-LINE2	ADDRESS-LINE3	BY STA	BA BA BA BA BA BA BA BA
BRK BLK PD	AT NM DE OD BC ADD DTE ATT DTE	CHGNO	ADP.PT.	COMMRI	COMMR12	TXW
W811FY	PR MCLANE HS JRQTC	1	D	2727 NORTH CEDAR	FRESNO	CA 93703-5000
W811FY		95079	95079	5054	ADDRESS TRANSMITTED	
W811FO	PR SANTA CLARA HS JRQTC			3000 BENTON STREET	SANTA CLARA	CA 95051-5000
W811FO		1	D	95079 95079 5054	ADDRESS TRANSMITTED	
W811F1	PR HQ AIPC SPT UNIT AUG			BLDG 311	FORT RICHIE	MD 21719-5010
W23P47		1	D	95079 95079 5054	ADDRESS TRANSMITTED	
W811F2	XR DET 2 USAR IPC			BLDG 5201 MARTIN ROAD	REDSTONE ARSENAL	AL 35898-7340
W31P38		1	D	95079 95079 5054	ADDRESS TRANSMITTED	
W811F3	XR HQ ELEMENT USAR IPC			BLDG 311	FORT RICHIE	MD 21719-5010
W23P47		1	D	95079 95079 5054	ADDRESS TRANSMITTED	
W811F4	XR 424 CS DIV A CO ULLS			BLDG 1036 HAAF	SAVANNAH	GA 31409-5020
W33JY6		1	D	95079 95079 5054	ADDRESS TRANSMITTED	
W811F5	PR 424 CS DIV SPT BN			BLDG 1036 HAAF	SAVANNAH	GA 31409-5020
W33JY6		1	D	95079 95079 5054	ADDRESS TRANSMITTED	
W811F6	XR 208 F1 BN FINANCE B DET			UNIT 29400	APO	AE 09042
		1	D	95079 95079 5054	ADDRESS TRANSMITTED	

*** LAST PAGE ***

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350D	New DoD Report.
DATE	Calendar date report is printed. Shown as YYYYMMDD.
PAGE	Sequential number of pages within an Activity Identity Code.
REPORT NAME	New DoD.
IDENT	Activity Identity Code. The Department of Defense Activity Address Code (DoDAAC) assigned to the listed activity.
ACTIVITY NAME AND ADDRESS DATA	In-The-Clear name and address of the activity.
RIC	Routing Identifier Code. A three position alpha or alphanumeric code which identifies the intended recipient of the DoDAAC.
COMMUN	Communication Routing Identification Number (COMMRI). A seven position alphanumeric which identifies routing of the communications to IDENT. Reference ACP-117 Can-U.S.-Allied Routing Indicator Book.
TWX	Commercial Teletype Code. When there is no COMMRI Code, this code is used to route or mail data to the IDENT.
CSC	Corporate Status Code. A code that identifies the contractor as a corporate entity, an unincorporated entity, a corporation providing medical, or a nonprofit hospital.
TIN	Taxpayer Identification Code. A SSN issued by the Social Security Administration or an employer identification number issued by the IRS. It is a number required by the IRS to be used by the offeror in reporting income tax and other returns.
BY STA	Buying Station (Activity). The six position code which identifies a Buying Activity. See DAR, appendix N.
BA	Buying Activity. The two position code which identifies a Buying Activity. See DAR, appendix N. Report provides for up to a maximum of eight codes.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
BRK BLK PO	Break Bulk Point. The Activity Address Code of an overseas destination to which consolidated shipments are directed for distribution.
NM	Communications Mechanization Code. A single digit number code to indicate the type of communication medium to be used and the type of documentation that can be furnished to a recipient activity from the CAO.
DE	DCAS Element Code. The code that determines what Defense Contract Administration Services element is represented. R - District A - Management Area P - Plant Representative Office
OD	Overseas Domestic Code. A one position code that designates the location of the activity listed. D - Domestic O - Overseas
SC	Suppression Code. A one position code used to indicate the level at which the production of Contract Abstracts is to be or has been suppressed.
QS	Quality Assurance Suspense Code. A code input by QA to indicate a deleted or suspended activity for QA internal purposes only.
ADD-DTE	Address Date. Date of last change to activity name and/or address.
ATT-DTE	Attribute Date. Date of last change to activity attribute data.
CHGNO	Change Number. A sequential number indicating the number of changes made to the address/attribute data. An L in the first position of the number indicates an illegal type DoDAAD Code used to force in data and to indicate local input.
ADP PT	Automatic Data Processing Point. The activity furnishing ADP support if other than the CAO.

REPORT ELEMENT

ELEMENT DESCRIPTION

ADDRESS

Address. The words Local or Transmitted may be entered following this report element to indicate address data was input locally or received from DAASO.

ATTRIBUTE DATA

Attribute Data. The words Local or Transmitted may be entered following this report element to indicate attribute data was input locally or received from DAASO.

16.134 UNPA350E - CHANGED DoD

a. Data Summary

PURPOSE:	This report is a cumulative daily and monthly listing of those Government activities that have had some of their address or attribute data changed or deleted as requested by one of the Services, Agencies or DCMDs.
SOURCE OF DATA:	Data Input
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily/Monthly - See Purpose
VOLUME:	MIN-1 each DCMD, AVG-N/A, MAX-N/A
SORT SEQUENCE:	Activity Identity Code
PAGE BREAK:	Activity Identity Code
DESCRIPTION:	<p>This report is a cumulative daily and monthly listing of those Government activities that have had some of their address or attribute data changed or deleted as requested by one of the Services, Agencies or DCMDs. The deletes are identified by the term *DELETED* in the right hand margin. Data for this report are recycled for cumulative printing from the first of the month to the end of the month, at which time a monthly listing is printed and all recycling records dropped. Reports shown for the first time will be identified by an asterisk (*) in the left hand margin. Locally input DoDAAD changes will be checked against this report, at which time all previous monthly listings can be destroyed. Locally input DoDAAD changes will be checked against this report. Job Name UYMADE00 DLA Form 1081 and standard 80 column transcript sheets used to input DoDAAD address data changes will be held until they appear on this report. If the coding sheet and the report agree, coding sheet may be destroyed. If the report is incorrect, the correct information will be resubmitted.</p>

b. Sample Report

REPORT NUMBER	UNPA350E	DATE	95 DEC 07	CAO CODE	PAGE	9
CHANGED DODAAC						
DODAAC	MESSAGE	ADDRESS-LINE2	ADDRESS-LINE3			
	ADDRESS-LINE1	ADDRESS-LINE5				
	ADDRESS-LINE4	CHGNO	ADP.PT.	COMMRI	COMHR12	TXW
BRK	BLK PD	AT	NM DE OD	BC	ADD DTE	ATT DTE
W81367	PRZCO C	3D	BN	109TH	INF	SHYTHE PARK
W25KKT		1	D	95338	95340	5234
W81368	XRQCO C	3D	BN	109TH	INF	CL IX OMS
W25KHJ		1	D	95338	95340	5234
*** LAST PAGE ***						

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350E	Changed DoD Report.
DATE	Calendar date report is printed. Shown as YYYYMMDD.
PAGE	Sequential number of pages within the report.
REPORT NAME	Changed DoD.
IDENT	Activity Identity Code. The Department of Defense Activity Address Code (DoDAAC) of the affected activity.
ACTIVITY NAME AND ADDRESS DATA	The In-The-Clear name and address of the activity.
RIC	Routing Identifier Code. A three position alpha or alphanumeric code which identifies the intended recipient of the DoDAAC.
COMMUN	Communication Routing Identification Number (COMMRI). A seven position alphanumeric code which identifies routing of the communicator to IDENT. Reference ACP-117 Can-U.S.-Allied Routing Indicator Book.
TWX	Commercial Teletype Code. When there is no COMMRI Code, this code is used to route or mail data to the IDENT.
CSC	Corporate Status Code. A code that identifies the contractor as a corporate entity, an unincorporated entity, a corporation providing medical, or a nonprofit hospital.
TIN	Taxpayer Identification Code. A SSN issued by the Social Security Administration or an employer identification number issued by the IRS. It is a number required by the IRS to be used by the offeror in reporting income tax and other returns.
BY STA	Buying Station (Activity). The six position code which identifies a Buying Activity. See DAR, appendix N.
BA	Buying Activity. The two position code which identifies a Buying Activity. See DAR, appendix N. Report provides for up to a maximum of eight codes.

REPORT ELEMENT

ELEMENT DESCRIPTION

BRK BLK PO	Break Bulk Point. The Activity Address Code of an overseas destination to which consolidated shipments are directed for distribution.
NM	Communication Mechanization Code. A single digit number code to indicate the type of communication medium to be used and the type of documentation that can be furnished to a recipient activity from the CAO. 1 - Cards transmitted via AUTODIN. 2 - Cards transmitted by mail. 3 - TWX transmitted via AUTODIN. 4 - TWX transmitted by mail. M - Message format. P - Cards transmitted.
DE	DCAS Element Code. The code that determines what Defense Contract Administration Services element is represented. R - District A - Management Area P - Plant Representative Office
OD	Overseas Domestic Code. A one position code that designates the location of the activity listed. D - Domestic O - Overseas
SC	Suppression Code. A one position code used to indicate the level at which the production of Contract Abstracts is to be or has been suppressed.
QS	Quality Assurance Suspense Code. A code input by QA to indicate a deleted or suspended activity for QA internal purposes only.
ADD DTE	Address Date. Date of last change to activity name and/or address.
ATT DTE	Attribute Date. Date of last change to activity attribute data.
CHGNO	Change Number. A sequential number indicating the number of changes made to the address/attribute data.
ADP PT	Automatic Data Processing Point. The activity furnishing ADP support if other than the CAO.

REPORT ELEMENT

ELEMENT DESCRIPTION

ADDRESS

Address. The words Local and Transmitted will be entered following this report element to indicate address data was input locally or received from DAASO.

ATTRIBUTE DATA

Attribute Data. The words Local and Transmitted will be entered following this report element to indicate attribute data was input locally or received from DAASO.

16.135 UNPA350F - CONTRACTOR/PAYEE INQUIRY

a. Data Summary

PURPOSE:	This is a reply produced as required in the same format as the Activity Address Master File - Name/Code Sequence (UNPA400A/UNPA400B) containing the total contractor address and attribute data for each activity for which an inquiry was submitted.
SOURCE OF DATA:	ADRS File
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - Local Option
VOLUME:	MIN-1, AVE-N/A, MAX-N/A
SORT SEQUENCE:	Contract Administration Office Code and Commercial and Government Entity (CAGE) Code, Federal Supply Code for Nonmanufacturers (FSCNM), or NATO Supply Code for Manufacturers (NSCM)
PAGE BREAK:	Requester Name within CAO

16.135 UNPA350F - CONTRACTOR/PAYEE INQUIRY (CONT'D)

b. Sample Report

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350F	Contractor/Payee Inquiry Report.
DATE	Calendar date report is printed. Shown as DDMMYY.
PAGE	Sequential number of pages within a requester's segment of the report.
REPORT NAME	Contractor/Payee Inquiry.
IDENT	Activity Identity Code. The CAGE Code, FSCNM, or NSCM (H8) of the affected activity.
CAO	Contract Administration Office. The DoDAAD Code of the CAO at which the Requester is located.
REQUESTER	Requester Identification. Code/Initials identifying the requester of the report.
DATE	Date of request. Shown as YYMMDD.
ACTIVITY NAME AND ADDRESS DATA	The In-The-Clear name and address of the contractor/payee.
QS	Quality Assurance Suspense Code. A code input by QA to indicate a deleted or suspended contractor for QA internal purposes only.
ADD-DATE	Address Date. Date of last change to contractor/payee name and/or address.
DCMD	Defense Contract Management District. The DoDAAD Code for the district within which the contractor/payee is located.
CSN	Contractor Sequence Number. A code assigned to new contracts input into system in order to control them in alpha sequence by assigning a numerical sequential number.
CAO	Contract Administration Office. The DoDAAD Code which identifies the CAO having cognizance over the contractor/payee.
ORG-CDE	Organizational Code. A two position code which identifies the organizational element of a DCMD to which administration responsibility for the contractor/payee has been assigned.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
QA-CODE	Quality Assurance Organization Code. A three position code which identifies the Division, Branch and Section having QA cognizance over the contractor.
GPC	General Performance Code. A code representing the status of a contractor/facility performance. Blank - Not reporting any performance A - Satisfactory B - Poor C - Less than satisfactory
PROV	Quality Assurance Provision Code. A code identifying the highest quality provision to which the contractor is currently required to comply. A - MIL Q 9858A B - NHB 5300.4 (1B) C - MIL I 45208A D - NGB 5300.4 (1C) E - Other
SD	Status Designator Code. A one position code that reflects the status of a CAGE/FSCNM/NSCM.
T	Type Organization Entity Code. A code identifying the applicable type of organizational entity. A - H-4-1 & H-4-2 Manufacturers B - Bidders E - H-4-3 NATO Manufacturers F - H-8-1 & H-8-2 Non-Government Organization
F/D	Foreign/Domestic Designator Code. A code which designates the location of an organizational entity as to domestic or foreign. 1 - Domestic (includes Alaska, Hawaii, and U.S. possessions) 2 - Foreign 3 - Canadian
OED	Organizational Entity Designator. An alphanumeric code which denotes that one or more conditions exists pertaining to an organizational entity record.

REPORT ELEMENTELEMENT DESCRIPTION

% -Denotes CAGE Code assigned to the parent organization of a corporate complex.
G - Denotes CAGE Code assigned to a Government Activity.
3 - Denotes Defense Industrial Plant Equipment Center (DIPEC) interest in CAGE Code Record.
4 - Combination of Code 3 and Code %.
5 - Combination of Code % and Code G.
6 - Combination of Code 3 and Code G.
7 - Combination of Code 3, Code %, and Code G.

ACO	Administrative Contracting Officer Code. A code that identifies the ACO having cognizance of the contractor/facility.
IS	Industrial Specialist Code. A code that identifies the IS having surveillance of the contractor/facility.
PCC	Progress Control Clerk Code. A code that identifies the PCC having surveillance of the contractor/facility.
TSC	Transportation Specialist Code. A code identifying the traffic management element responsible for technical support relating to transportation aspects of a contractor/facility.
OEC	Office of Engineering Code. A code identifying the engineering office responsible for Systems Support Surveillance of a contract being performed on by a contractor.
QAR	Quality Assurance Representative Code. A code assigned to the individual performing quality assurance at the contractor/facility.
PA	Property Administrator Code. A code identifying the representative that is responsible for property administration applicable to a contractor.
QF	Quality Assurance Facility Code. A code which identifies if quality assurance support for a contractor/facility is provided by a Resident (R) or Nonresident (N) QAR.
PEC	Production Engineer Code. A code identifying the engineer providing engineering support to the contractor/facility.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
IFC	Industrial Facilities Code. A code identifying the Industrial Facilities Office responsible for facilities surveillance of the contractor/facility.
CC	Commodity Code. A code which indicates the predominant commodity manufactured by a contractor/facility.
PI	Predominant Agency Code. A code representing the DoD Agency having the predominant interest in a specific Non-Government Activity.
GEO	Geographical Code. (Not used at present.)
BC	Business Category Code. A code that depicts the physical and geographical characteristics of a contractor.
ATTDTE	Attribute Data. Date of last change to contractor's attribute data.
ADDRESS	Address. The words Local or Transmitted will be entered following this report element to indicate address data was input locally or received from DLSC.
ATTRIBUTE DATA	Attribute Data. The words Local or Transmitted will be entered following this report element to indicate attribute data was input locally or received from DLSC.

16.136 UNPA350G - CONTRACTOR DATA LIST

a. Data Summary

PURPOSE:	This is a reply produced as required, containing the total Government Activity address and attribute data for each activity for which an inquiry was submitted.
SOURCE OF DATA:	ADRS File
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - Local Option
SORT SEQUENCE:	Contract Administration Office and DoDAAD
PAGE BREAK:	Requester Name within CAO

16.136 UNPA350G - CONTRACTOR DATA LIST (CONT'D)

b. Sample Report

REPORT NUMBER	UNPA350G	DATE	96 NOV 08	CAO CODE	GD	PAGE	1
CONTRACTOR DATA LIST							
CAGE	MESSAGE	ADDRESS-LINE1	ADDRESS-LINE2	ADDRESS-LINE3	ADDRESS-LINE4	ADDRESS-LINE5	ADDRESS-LINE6
CP ADD DTE	DCASR	CAO	ORG CODE	QA-CODE	PROV SD	T F/D OED	
00518	ROARK C F WELDING AND BROWNSBURG IN 46112-1238	S1501A	GD	E60	C	A A 1	
1JN41	SYSTEMS DESIGN AND ANALYSIS	8189	E 21ST ST				
96313	SC1012	S1501A	GD	E50	C	A F 1	
45099	A AND A SHEET METAL	5122	N STATE RD				
96313	SC1012	S1501A	GD	E20	C	A F 1	
45099	A AND A SHEET METAL	5122	N STATE RD				
96313	SC1012	S1501A	GD	E20	C	A F 1	
45099	A AND A SHEET METAL	5122	N STATE RD				
96313	SC1012	S1501A	GD	E20	C	A F 1	
45099	A AND A SHEET METAL	5122	N STATE RD				
96313	SC1012	S1501A	GD	E20	C	A F 1	
45099	A AND A SHEET METAL	5122	N STATE RD				
96313	SC1012	S1501A	GD	E20	C	A F 1	

*** LAST PAGE ***

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350G	Contractor Data List File.
DATE	Calendar date report is printed. Shown as DDMMYY.
CAO CODE	The CAO having cognizance over the contractors listed on a given segment of the report.
PAGE	Sequential number of pages within a requester's segment of the report.
REPORT NAME	Contractor Data List.
IDENT	Activity Identity Code. The Department of Defense Activity Address Code (DoDAAC) of the affected activity.
CAO	Contract Administration Office. The DoDAAC Code of the CAO at which the requester is located.
ACTIVITY NAME AND ADDRESS DATA	The in-the-clear name and address of the activity.
ADD-DTE	Address Date. date of last change to contractor's name and/or address.
DCMD	Defense Contract Management District. The DCMD within whose boundaries the contractor is located. (The type transaction will follow the DCMD Code. There is no header for type transaction.)
CSN	Contractor Sequence Number. A code assigned to new contracts input into system in order to control them in alpha sequence by assigning a numerical sequential number.
CAO	Contract Administration Office. The CAO having cognizance over the contractor.
ORG-CODE	Organizational Code. The organizational element of a DCMD to which administration responsibility for the contractor has been assigned.
QA CODE	Quality Assurance Organization Code. A three position code which identifies the Division, Branch, And Section having QA cognizance.

REPORT ELEMENT

ELEMENT DESCRIPTION

PROV

Quality Assurance Provision Code. A code identifying the highest quality provision to which the contractor is currently required to comply.

- A - MIL Q 9858A
- B - NHB 5300.4 (1B)
- C - MIL I 45208A
- D - NHB 5300.4 (1C)
- E - Other

SD

Status Designator Code. A one position code that reflects the status of an CAGE/FSCNM/NSCN. Must be A, B, C, D, E, F, H, N, P, R, T, U, W, or Y.

T

Type Organizational Entity Code. A code identifying the applicable type of organizational entity.

- A - H-4-1 & H-4-2 Manufacturers
- B - Bidders
- E - H-4-3 & NATO Manufacturers
- F - H-8-1 & H-8-2 Non-Government Organization

F/D

Foreign/Domestic Designator Code. A code which designates the location of an organizational entity as to domestic or foreign.

- 1 - Domestic (includes Alaska, Hawaii, and U.S. possessions).
- 2 - Foreign
- 3 - Canadian

OED

Organizational Entity designator. An alphanumeric code which denotes that one or more conditions exist pertaining to an Organizational Entity Record.

- % - Denotes CAGE assigned to the parent organization of a corporate complex.
- G - Denotes CAGE assigned to a Government Activity.
- 3 - Denotes Defense Industrial Plant Equipment Center (DIPEC) interest in CAGE Record.
- 4 - Combination of Code 3 and Code %.
- 5 - Combination of Code % and Code G.
- 6 - Combination of Code 3 and Code G.
- 7 - Combination of Code 3, Code %, and Code G.

ACO

Administrative Contracting Office Code. A code that identifies the ACO having cognizance of the contractor/facility.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
IS	Industrial Specialist Code. A code that identifies the IS having surveillance of the contractor/facility.
CMA	<p>Communications Mechnization Code. A single digit number code to indicate the type of communication medium to be used and the type of documentation that can be furnished to a recipient activity from the CAO.</p> <p>1 - 2 Cards transmitted via AUTODIN. 2 - Cards transmitted by mail. 3 - TWX transmitted via AUTODIN. 4 - twx transmitted by mail. M - Message format. P - Cards transmitted.</p>
PA	Property Administrator Code. A code identifying the representative that is responsible for property administration applicable to a contractor.
QAR	Quality Assurance Representative Code. A code assigned to the individual performing quality assurance at the contractor/facility.
QF	Quality Assurance Facility Code. A code which identifies if quality assurance support for a contractor/facility is provided by a Resident (R) or Nonresident (N) QAR.
CC	Commodity Code. A code which indicates the predominant commodity manufacutured by a contractor/facility.
BC	Business Category Code. A code that depicts the physical and geographical characteristics of a contractor.
ATT DTE	Attribute Date. Date of last change to contractor's attribute data.
CSC	Corporate Status Code. A code that identifies the contractor as a corporate entity, an unincorporated entity, a corporation providing medical, or a nonprofit hospital.
TIN	Taxpayer Identification Code. A SSN issued by the Social Security Administration or an employer identification number issued by the IRS. It is a number required by the IRS to be used by the offeror in reporting income tax and other returns.

REPORT ELEMENTELEMENT DESCRIPTION

ADDRESS

Address. The words local or transmitted may be entered following this report element to indicate address data was input locally or received from DLSC.

ATTRIBUTE DATA

Attribute Data. The words Local or Transmitted may be entered following this report element to indicate attribute data was input locally or received from DLSC.

The following are the type of transactions shown on this report. The title of the type of transaction will print immediately following the DCMD Code:

NEW CONTRACTOR

This is daily listing of new contractors, and their address data that have been added to the file by the Services, contractors or DCMD. This includes input from DLSC and local input. District input is identified by the term Address Data. Terminal input is identified by the term Address Data Transmitted. This list is in CAO, and H8 Code within CAO sequences. Each daily report is cumulative for the month. An asterisk (*) in the left margin identifies those contractors who appeared for the first time on the report. Only those contractors that fall within the area of each DCMDs responsibility will appear on this list.

This listing is to be furnished to the Contract Review Data Input Branch and functional elements to alert them that a new contractor is in the file and will now require the submission of attribute data as soon as possible. It is also furnished to the industrial Labor Relations Office to make them aware of the new contractors now doing business with DoD, although, attribute data do not have to be submitted by the ILRO. Attribute data from the other functional elements should be routed through Data Input Branch for batching. This listing will also be used by the Data Input Group to verify that there is no code for a contractor in the MAF before calling DLSC to request a new code assignment. The Contract Data Input Branch is responsible for filing daily and monthly reports. Monthly reports may be destroyed after they are no longer needed.

REPORT ELEMENT

ELEMENT DESCRIPTION

CHANGES CONTRACTOR

The report produced from only processing will be designate Montly and will be bound and retained until UNPA400A/B listing is produced. After which the preceding monthly listings can be destroyed. This report will be filed for reference and made available for research purposes. Contractors will also appear on Report UNPA350L showing old and new CAO Codes.

This is a daily listing of those contractors who have had some part of their address or attribute data changed. This listing contains only those contractors that fall in code sequence within the CAO. It is cumulative for the month and identifies data that have no appeared on a previous week's report by an asterisk (*) in the left margin. The Data Input Branch will review this list daily to determine what changes to the name and address file are needed. Review should reveal three types of address changes:

(1) Those that change a contractor's address from location to another location within a districts boundaries. For these changes, F will process a name and address change.

(2) Those that change a contractor's address within local district boundaries on which a remittance address has been established. For these changes F will advise the contractor by letter and request that they advise whether or not the remittance address should be changed.

(3) Those address changes which would remove the contractor from the districts boundaries. For these changes F will advise the ACO and request that a modification be issued to transfer the contract in the event the contractor is actually being relocated.

NEW/CHANGED CONTRACTOR

This listing will contain only those contractor update actions that are locally input without a CAO and ADP Point Codes. DLSC update transactions containing other DCMDs CAO and ADP Point Codes are bypassed and do not appear on this list. If there are no locally input transactions this output product would not be produced.

REPORT ELEMENT

ELEMENT DESCRIPTION

	<p>This listing is cumulative daily and monthly and identifies data that have not appeared on a previous daily report by an asterisk (*) in the left margin. The terms Address-Local or Transmitted and Attribute Data-Local or Transmitted identify those update actions that were input locally or received from DLSC.</p>
ATTRIBUTE/CHANGED	<p>This is a daily listing of those contractors which had attribute changes, and indicates that the changes have been incorporated into the MODV File.</p> <p>UNPA350B should be filed daily and destroyed each time a new daily is received. File the monthly listing until UNPA400A/B is received. At that time, all previous monthly listings may be destroyed.</p>
ATTRIBUTE CHANGED	<p>This is a daily listing of address attribute data changes which have been made on the PINV File.</p>
DELETE - SEE	<p>This listing will contain only those contractor update NONE actions which delete a contractor's CAGE Code without a replacement.</p>
DELETE - SEE	<p>This listing will contain only those contractor update (New CAGE Code) actions which delete a contractor's CAGE Code and replace it with a new one.</p>

16.137 UNPA350H - INQUIRY REJECT

a. Data Summary

PURPOSE:	This is a listing of those inquiries that did not pass validation.
SOURCE OF DATA:	Validation
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - Local Option
SORT SEQUENCE:	Contract Administration Office and Requesters Name
PAGE BREAK:	Requester's Name Within CAO

16.137 UNPA350H - INQUIRY REJECT (CONT'D)

b. Sample Report

c. Report Element Description

(1) The data on this report is entered as a one line entry, without headings, in sequence as they were entered on the Master Address Inquiry; i.e., FIC-MDB, Activity Identity Code, CAO Code, Requesters Name/Code and Date prepared.

(2) The Activity Identity Code is validated and must match a master record. The erroneous data are identified by asterisks plus an error message describing the type of error.

16.138 UNPA350J - DATA REJECT REPORT

a. Data Summary

PURPOSE: This is a daily listing of Contractors Address or Attribute Data, or DoDAAD Attribute Data which did not pass validation or MAF transactions that could not be identified or related to any specific record.

SOURCE OF DATA: Validation

TYPE/MEDIUM: Output Report - Standard Paper

FREQUENCY/RETENTION: Daily - Until Corrections Made

VOLUME: MIN-1, AVG-N/A, MAX-N/A

SORT SEQUENCE: CAGE Code, FSCNM, NSCM, or DoDAAC within FIC

TYPES OF REJECT DATA:

(1) Contractor Attribute Reject

This is a daily listing of those contractors' attribute data that did not pass validation when submitted via DLA Form 1078a. The invalid data are identified by asterisks as well as an error message describing the type of error. The data in error on this report will be checked against the input batches containing the DLA Form 1078a to determine who submitted the transaction that rejected. If the transaction was coded by another functional element (Quality, etc.), the DLA Form 1078a will be annotated with the submitting element's office symbol and returned for corrective purposes. The corrected DLA Form 1078a will be held in suspense until the corrected information updates the MAF and Report Number UNPA350B is received with the corrected information. After the corrected information appears on this report, the DLA Form 1078a can be destroyed.

(2) DoDAAD Attribute Reject

This is a daily cumulative listing of those Government activities whose attribute data did not pass validation. The data are identified by asterisks as well as by the error message and should be corrected and resubmitted as soon as possible. Communications Routing Indicator (COMMRI) inputs from DAASO, which have no matching master, will recycle and appear on this report every 30 days. Correction transactions submitted will be coded on a new DLA Form 1081. Transactions which add or change the COMMRI Codes as received from DAASO and which have been recycling for 30 days past the effective date due to the absence of a matching record in the MAF will appear on this report. Determine if they are for valid DoDAAD Codes. If it is a valid DoDAAD Code, obtain the activity address data from DAASO and submit a DoDAAD Input/Change sheet. This action should update the master record which will in turn clear the transaction from the MAF recycling file. If it is an invalid

DoDAAD Code, obtain correct code and address from DAASO or the responsible Service/Agency and submit a DoDAAD Input/Change sheet. If the DoDAAD Code is determined to be an unauthorized code, than an input delete transaction (TA4) with Type of Address Code (TAC 1) and pound signs (####) in the change number field will be prepared. This action will delete the COMMRI transaction from the MAF recycling file. Destroy when all action is complete.

NOTE: The Service/Agency contact point for DoDAAD Codes can be found in the front of DoDAAD Manual 4000.25-D.

(3) Contractor Address Reject

This is a daily local listing of those contractors address data that did not pass validation when input by a local submitting element on a DLA Form 1078. The invalid data are identified by asterisks as well as by an error message describing the type of error. The listing is furnished to the submitting element for correction and resubmission via DLA Form 1078. Finance will correct errors on this report. DLA Form 1078 will be held after they have been returned from Input-Output Control. Rejects as a result of MDE must be verified by selection of batch in FIND MODE for visual review. They will be checked against this report to determine if any of them are this report. Those that match will be corrected by resubmitting a DLA Form 1078.

(4) Unidentifiable Transaction Reject

This is a daily listing of those transactions that could not be identified or related to any specific records. Compare coding sheets returned by Input-Output Control to this report. Correct the rejected transactions, and after the transaction is accepted this report may be destroyed.

16.138 UNPA350J - DATA REJECT REPORT (CONT'D)

b. Sample Report

REPORT NUMBER	UNPA350J	DATE	95 DEC 07	CAO CODE	CV	PAGE	1
CONTRACTOR/DODAAC REJECT LIST							
FIC	TAC	CAGE	EFF-DT	ADP-PNT	ADDRESS-LINE1	ADDRESS-LINE2	ADDRESS-LINE3
----- ATTRIBUTE DATA -----							
ADDRESS-LINE4							
MDA1	0APF4	95341	SC1022	S1403AGB	GL4GYBXL	GP7A2BIDG	NCA1 A B

U S PRECISION GLASS							
MDA1	0C0Y0	95341	SC1022	S1403AGB	GC3GXHGXR	GP6A2BID7	NBM1 A B

INDUSTRIAL SCRAPING SERVICE							
MDA1	03889	95341	SC1022	S1403AGB	GK3GXAGKGC	GP7A2BIDG	051A C

IIT RESEARCH INSTITUTE							
MDA1	2M633	95341	SC1022	S1403AGB	GB6GXGGXN	GP7A2BLMJ	NCM1 A B

ALANSON MFG CO							
MDA1	54321	95341	SC1022	S2606AYL	GLDGSOGSO	001GALS001SKK	RAA4 A C

ANDY'S WAREHOUSE							
MDA1	55513	95341	SC1022	S1403AGB	GG3GXGGXNGCT	GP6A2BIWY	NAN3GCP A B

SEWING MACHINE EXCHANGE INC							
MDA1	55513	95341	SC1022	S1403AGB	GG3GXGGXNGCT	GP6A2BIWY	NAN3GCP A B

EAST CHICAGO IL606161602							
TEST4IPQAR							

HONEYWELL INC							
MDA1	55513	95341	SC1022	S1403AGB	GG3GXGGXNGCT	GP6A2BIWY	NAN3GCP A B

MINNEAPOLIS MN55418							

SENSOR AND SYSTEM DEVELOPMENT CENTE 3660 TECHNOLOGY DR							

CLEVELAND OH44150							

-CONTRACTS ARE OPEN							
-CONTRACTS ARE OPEN							
-CONTRACTS ARE OPEN							

*** LAST PAGE ***							
REPORT NUMBER	UNPA350J	DATE	95 DEC 07	CAO CODE	CV	PAGE	1
UNMATCHED REPLACEMENTS							
NEGATIVE REPORT							

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350J	Data Reject Report.
DATE	Calendar date report is printed. Shown as YYMMDD.
PAGE	Sequential number of pages within the report.
REPORT NAME	Data Reject Report. The data elements on this report are entered as straight line entries as received from DLSC or DAASO with asterisks identifying invalid/missing data as well as an error message describing the type of error.

16.139 UNPA350K - DoD ADDRESS DATA REJECT

a. Data Summary

PURPOSE:	This is a daily listing of those Government Activities address data received from DAASO and local input that could not be validated.
SOURCE OF DATA:	Validation
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - Until Corrections Made
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
SORT SEQUENCE:	Department of Defense Activity Address Code (DoDAAC) and FIC
PAGE BREAK:	FIC within DoDAAC
DESCRIPTION:	<p>This is a daily listing of those Government activities' address data received from DAASO and local input that could not be validated. DAASO will be notified by phone for correction and resubmission of data. Those codes in error from DAASO are listed for information purposes and used as necessary by the clerk (i.e., when trying to determine if it is necessary to request a code assignment through the Services or if one is already in process. The reject list should also be checked in addition to the validation lists). The invalid data are identified by asterisks as well as by error messages. The MAF activity will check the standard 80-column transcript sheets they submitted to add a DoDAAD Code against this list to determine if there are any errors on codes that they submitted. If their input is incorrect they will recode the entry. This list will be suspended until the corrected transaction appears on Report Numbers UNPA350D or UNPA350E and the list can then be destroyed. When a Type 3 Billing Address is received from DAASO and a mailing address is already on the Master File, the Type 3 transaction will be rejected on Report Number UNPA350K. No action is necessary on these rejections of Type 3 transactions.</p>

16.139 UNPA350K - DoD ADDRESS DATA REJECT (CONT'D)

b. Sample Report

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>								
REPORT NUMBER UNPA350K	DoD Address Data Reject Report.								
DATE	Calendar date report is printed. Shown as YYMMDD.								
PAGE	Sequential number of pages within the report.								
REPORT NAME	DoD Address Data Reject. The report elements are listed in a straight line entry for up to five lines of address data without column headings. Following is the sequence of data on each line.								
FIC	Format Identifier Code. TA in first two positions. The third position of the FIC is used to indicate the type of action to be accomplished. The codes are as follows: <table> <tr> <th><u>CODE</u></th><th><u>EXPLANATION</u></th></tr> <tr> <td>1</td><td>Add in data not previously stored.</td></tr> <tr> <td>3</td><td>Revision of data already stored.</td></tr> <tr> <td>4</td><td>Deletion of data stored.</td></tr> </table>	<u>CODE</u>	<u>EXPLANATION</u>	1	Add in data not previously stored.	3	Revision of data already stored.	4	Deletion of data stored.
<u>CODE</u>	<u>EXPLANATION</u>								
1	Add in data not previously stored.								
3	Revision of data already stored.								
4	Deletion of data stored.								
TYPE	Type of Address Code. <p>Type 1 - Mailing Address Type 3 - Billing Address</p>								
AAC	Activity Address Code. The DoDAAC of the affected activity. Data being input for illegal type DoDAAD Codes must have an L in first position of CHG NO to force the data in and to indicate local input.								
NAME AND ADDRESS DATA	In-The-Clear name and address of the activity. Up to five cards may be entered as necessary to accommodate the number of lines in the address. <p>(1) Add transactions (TA1) - Will have the complete name and address of the activity.</p> <p>(2) Change transaction (TA3) - Will have the complete name and address of the activity as it should appear. Will not have the old name and address.</p> <p>(3) Delete transaction (TA4) - This field will be blank.</p>								

REPORT ELEMENTELEMENT DESCRIPTION

CHG NO

Change Number. If the first position of the DoDAAD Code is an A, C, W, N, Q, R, V, E, F, J, L, M, Z, S, V, or H a zero should be in the first position of the CHG NO. If other than those above, an L should appear in the first position. In either case the last three positions will be a number beginning with 001 through 999. When deleting this field should have four pound signs (####).

EFF DTE

Effective Date. The Julian date the addition, change or deletion becomes effective. Mandatory entry.

An Error Message will be entered at the end of the line on which the error appears.

NOTE: DAASO will be notified by phone for correction and resubmission of data. Those codes in error from DAASO are listed for information purposes and used as necessary by the clerk (i.e, when trying to determine if it is necessary to request a code assignment through the Services or if one is already in process. The reject list should also be checked in addition to the validation lists). The invalid data are identified by asterisks as well as by error messages. The MAF activity will check the standard 80-column transcript sheets they submitted to add a DoDAAD Code against this list to determine if there are any errors on codes that they submitted. If their input is incorrect they will recode the entry. This list will be suspended until the corrected transaction appears on Report Numbers UNPA350D or UNPA350E and the list can then be destroyed. When a Type 3 Billing Address is received from DAASO and a mailing address is already on the Master File, the Type 3 transaction will be rejected on Report Number UNPA350K. No action is necessary on these rejections of Type 3 transactions.

16.140 UNMD140A - CONTRACT REFERENCE LIST BY TD

a. Data Summary

PURPOSE:	To provide a listing showing an inventory of all contracts by Terminal Digit sequence.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	PIIN/SPIIN
PAGE BREAK:	Break occurs when the page is full.

16.140 UNMD140A - CONTRACT REFERENCE LIST BY TD (CONT'D)

b. Sample Report

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNMD140A	Contract Reference List by Terminal Digit (TD) Report.
DATE	Date of report (YYMMDD).
CAO CODE	The Contract Administration Office Organization Code to which this report is to be routed.
PAGE	Page number.
FOR ____	Request level for DISTRICT, CAO or ACO.
TO REQUESTER	The alphanumeric distribution code of the requester at the routing level.
PIIN	Procurement Instrument Identification Number (the contract number).
SPIIN	Supplementary Procurement Instrument Identification Number is the number used in conjunction with the basic PIIN to identify (1) amendments to solicitation documents (four position numeric serial number commencing with 0001); (2) calls/orders against Basic Ordering Agreements (BOA) or Blanket Purchase Agreements (BPA) (four position alphanumeric serial number); or (3) modifications to contractual documents (six position alphanumeric serial number for contracts, BOAs or BPAs and a two position serial number for calls/orders.
ORG CODE	Contract Administration Office Organization Code of the office responsible for administering the contract.
*	Asterisk will appear after the ORG Code to denote contracts existing prior to DBMS Phase II implementation. Therefore, the asterisk will alert the user that this was a converted contract and all data base elements may not be available.
AS OF	Date of last action against contract, call or order.

REPORT ELEMENTELEMENT DESCRIPTION

CONTRACT DATA

Contract Data Section.

PN

Contract Administration Reporting Part Number Code relates to the CAR part A, B, C, or D (each requiring different levels of contract administration) that this contract has been assigned. For an explanation of each Part Number Code see part 15, appendix 13 of this manual.

SN

Contract Administration Reporting Section Number is a code assigned to a procurement instrument that depicts the status of a contract during its life cycle. A list of the codes and explanations are contained in part 15, appendix 11 of this manual.

AC

Contract Assignment Code depicting the type of administrative responsibility assigned to a contract. For a list of the codes and explanations see part 15, appendix 12 of this manual.

ACO

The Administrative Contracting Officer assigned identification code.

IS/PCC

A locally assigned code identifying a specific Industrial Specialist or Progress Control Element to whom the contract is assigned for surveillance.

PA

A locally assigned code identifying a specific Property Administrator responsible for administering any property applicable to a contract.

CAGE

Commercial and Government Entity (CAGE) Code assigned to identify each contractor separately.

CONTR FACIL

The identity code of the facility at which the work is to be performed. When more than one facility will be involved in performing the contract a 9 will appear in this field.

TYPE CONTR

The classification of contractors in accordance with the FAR. For a list of the codes and explanations see part 15, appendix 7 of this manual.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
CONTR NAME	In-The-Clear Contractor's Name.
CITY	
STATE	
ZIP CODE	
ADMIN BY	DoDAAD Code of the organization responsible for administering the contract.
ISSUED BY	DoDAAD Code of the office submitting the contract data.
CA FUNCTIONS	Contract Administration functional limits indicates that partial administration responsibilities have been assigned to the DCMD. For a list of the codes and explanations see part 15, appendix 21 of this manual.
BA	Buying Activity Code.
DEPARTMENT CODE	A code used for Service Agency designation. A list of the Department Codes are contained in part 15, appendix 6 of this manual.
CONTRACT KIND	Kind of contract reflects the basic intent of the contract such as procurement of supplies, research, etc. A list of the codes and explanations are contained in part 15, appendix 8 of this manual.
CONTRACT TYPE	Type of Contract identifies the specific kind of contract pricing provisions. A list of the codes and explanations are contained in part 15, appendix 9 of this manual.
SECURITY CLASS	Security Classification used to show if a security classification has been assigned to the procurement instrument. The field will be Coded C if the documents are classified or Coded U if not classified.
UNIL CODE	Unilateral Contracts/Purchase Orders are characterized by the absence of the contractor's signature. Will be Coded U when a UNIL applies; otherwise, will be blank.

REPORT ELEMENTELEMENT DESCRIPTION

COMM CODE

Commodity Code designates a grouping of supplies, construction or other services with QA responsibilities. A listing of the codes and explanations are contained in part 15, appendix 2 of this manual.

DMS RATE

Defense Material System Rating. The DMS requires prime contractors of Defense Agencies, their subcontractors and suppliers to employ the priority powers of the Defense Production Act on their purchase orders for products and materials needed to complete production, construction, and research and development schedules for defense programs. Under DMS, defense contractors must identify their defense orders by placing the appropriate program identification and certification on their purchase orders. Such properly identified defense orders must be given delivery preference over nondefense business by the suppliers who receive them. The DMS rating also permits a contractor to procure and use Authorized Controlled Material (ACM). Two types of ratings are authorized, a DO rating and a DX rating. Ratings must contain the prefix DO or DX as the case may be, followed by the appropriate program identification. A complete listing of the DMS rating codes are contained in part 15, appendices 16 and 17 of this manual.

CRIT DSGN

Criticality Designator Code. Designates the degree of importance to the Government of Supplies or services under contract. The lowest designator consistent with the Government requirements shall be assigned. A list of the codes and explanations are contained in part 15, appendix 27 of this manual.

PROD SURV

Production Surveillance Code identifies the degree of progress surveillance to be performed by the Contract Administration Services Activity. The Category Codes are normally assigned based on the urgency, priority, price of the procurement, or the contractor performance history. A list of the PS Codes and explanation are contained in part 15, appendix 18 of this manual.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
I/A	Inspection/Acceptance F.O.B. Code indicates the inspection and acceptance points specified in the award for the contract line item(s). A list of the codes and explanations are contained in part 15, appendix 23 of this manual.
NOUN	Represents the first 11 positions of the name and/or description of the item being procured.
EFF DATE	Effective Date or Order Date (YYMMDD).
SIGN DATE	Signature Date (YYMMDD).
RECV DATE	Date the procurement instrument was received at the DCMD (YYMMDD).
PROCESSED DATE	The date the contract data was processed into the system.
FINAL DELIVERY	Final Delivery Schedule Date represents the latest date on file for the contract to be completed (YYMMDD).
FINAL ACCEPTANCE	The date on which the final line item or increment of shipment was delivered (YYMMDD).
OVERAGE	The date all closing actions are scheduled for completion (YYMMDD). It is computed from the final acceptance date as follows: (1) FP unilateral contract value under \$10,000 - three months; (2) All other fixed price contracts except (1) above - six months; (3) Cost Reimbursement Contracts requiring settlement of overhead rates - 36 months. (4) All other Contract types - 20 months.
EST CLOSING	Date established for contract closing when an overage condition occurs relative to final completion of a contract (YYMMDD).
FINAL PAYMENT	The date of the voucher reflecting final payment of the contract (YYMMDD).
FINAL VOUCHER	The final payment voucher number.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
FINAL SHIPMENT	The date the contractor made final shipment on the contract (YYMMDD).
PHYS COMPLETION	The date when the contractor has completed delivery and acceptance has been made (YYMMDD).
CLOSED	The date the contract moved to section 5 (YYMMDD).
TOTAL AMOUNT OF CONTRACT	The face value of the contract in dollars and cents. If no costs are involved the field will be zero filled.
TOTAL OBLIGATION	The amount stated at a contract or call/order level by appropriation, which a Government agency will eventually disburse for goods or services under that contract or call/order.
ODO OBLIG	The amount for a contract call/order that Other Disbursing Offices have obligated.
UNLIQ OBLIG	The total remaining dollar obligation on a contract or call/order, after disbursements have been made.
UNLIQ PROGRESS PAYMENT	The total unrecouped progress payments made to the contractor or subcontractor.
CONTRACT PROVISIONS	Contract Provisions section of the abstract.
DISCOUNT TERMS	Discount Terms offered by the contractor for payments made within stated periods.
%	First discount percentage (if offered by the contractor).
DAY	First discount period in days.
%	Second discount percentage (if offered by the contractor).
DAY	Second discount period in days.
NET	Net discount days.
OTH	Other terms offered by the contractor.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
PROGRESS PAYMENT PERCENTAGES	Work-In-Progress Ceiling Percentage is the percent age factor used to determine the maximum total amount payable progress payments.
US PAY	U.S. Work-In-Progress Payment Percentage is used to establish dollar limitations of progress payment requests for U.S. requirements.
US RECOUP	U.S. Work-In-Progress Recoupment Percent- age is the percentage rate at which progress payments are liquidated from invoices submitted.
FMS PAY	Foreign Military Sales Work-In-Progress Payment Percentage is used to establish dollar limitations of progress payment requests for FMS requirements.
FMS RECOUP	Foreign Military Sales WIP Recoupment Percentage is the percentage rate at which progress payments are liquidated from invoices submitted.
QTY VAR O/R	Quantity Variance Over is the percentage of the order quantity for a specific CLIN/ELIN which the contractor can deliver in addition to the ordered quantity.
QTY VAR U/R	Quantity Variance Under is the percentage of the order quantity for a specific CLIN/ELIN which can be undershipped by the contractor.
WITHHOLD DATA	If coded, payment will be withheld due to delay in receipt of technical data.
WITHHOLD NSP	If coded, payment will be withheld until receipt of all not-separately-priced line items are received.
A/A/A CERT	AFO, Auditor, or ACO Approval indicates a precision components or approval of invoices by Disbursing Officer, Auditor, PCO, ACO, TCO, or USDA certification. For a list of the codes and explanations see part 15, appendix 33 of this manual.

REPORT ELEMENT

ELEMENT DESCRIPTION

MAN REV

Mandatory Review of the contract is a required action by the Voucher Examiner for certain types of contracts to determine payment entitlements. For a list of the codes and explanations see part 15, appendix 34 of this manual.

F.O.B. MIN

F.O.B. Origin/Minimum Size of Shipment. This clause of the contract states that the contractor will make shipment in carload or truckload lots in accordance with the delivery schedule. Failure to comply will result in the contractor becoming liable for the increased costs of shipping.

CODE

Blank - F.O.B. Origin/Minimum Size of Shipment clause is not applicable to specified contract.

F - F.O.B. Origin/Minimum Size of Shipment clause is applicable to specified contract.

FOB ESR

F.O.B. Destination/Evidence of Shipment required. This clause states that the contractor will: (1) provide delivery of goods to the destination site at no additional cost to the Government, and (2) attach to this invoice a receipted copy of the appropriate delivery document showing receipt at the destination specified in the contract.

CODE

Blank - F.O.B. Destination/Evidence of Shipment clause is not applicable to specified contract.

T - F.O.B. Destination/Evidence of Shipment clause is applicable to specified contract.

PKG CHG

Packaging charges authorized is used when the contractor is authorized to bill for packaging or handling as a separate item on the invoice.

REPORT ELEMENT

ELEMENT DESCRIPTION

CODE

Blank - Contractor is not authorized to bill for packaging and handling as a separate item on invoice.

P - Contractor is authorized to bill for packaging and handling as a separate item on invoice.

VE

Value Engineering Clause Indicator is an indication as to whether an award contains a value engineering clause. This field indicates that each contract item or task has been analyzed to ensure that its essential function is provided at the lowest overall cost; savings to be shared with contractor.

CODE

V - Contract includes VE incentive clause.

Y - Contract includes VE program or both incentive and program clauses.

Blank - No VE incentive or program clauses.

TRN CHG

Transportation Freight Charges authorized is used when the contractor is authorized to bill freight or transportation charges as a separate item on the invoice.

CODE

F - Transportation Freight Charges authorized by CLIN or sub-CLIN on the contract.

Y - Transportation Freight Charges authorized by special provision of the contract.

P - Parcel Post charges are authorized.

REPORT ELEMENTELEMENT DESCRIPTION

GMSW	Guaranteed Maximum Shipping Weight/Dimension clause is used when weight and dimensions are used to evaluate bids or proposals. If delivery exceeds the guarantee, the contract price is reduced an equal amount. Coded G if GMSW clause is applicable; otherwise, will be blank.
LIQ DMG	Liquidated Damages charges authorized will be blank if the clause does not apply. See part 15, appendix 35 of this manual for a list of the codes and explanations.
PAT RTS	Patent/Royalty/Technical data required when there is a requirement for contractor to submit a patent, royalty, or technical data clearance certificate upon completion of contract. For a list of the codes and explanations see part 15, appendix 36 of this manual.
SPEC TOOL	Special Tooling. Unique tooling for which the Government acquires full rights under a contract when other than a line item of the contract. If the Special Tooling clause is applicable, the field will be Coded S; otherwise, it will be blank.
ADV PAY	Advance Payment Authorized indicates advance payment can be made to prime contractors or by prime contractors to subcontractors or suppliers prior to, in anticipation of, and for the purpose of complete performance under a contract.
HC RCPT	Hard Copy Receipt Indicator indicates receipt or nonreceipt of hard copy contractual documents for which abstract data has been entered into the system from remote terminals.

CODE

A - Awaiting receipt of the hard copy of the contractual document.

R - The hard copy of the contractual document has been received.

REPORT ELEMENTELEMENT DESCRIPTION

FAPPS STATUS FAPPS DATE	First Article/Pre-Production Sample when codes will show a First Article requirement. If Coded A in the status the First Article Test is complete and the date represents the date of Government acceptance. If Coded F in the status, the First Article requirements have not yet been completed and the date represents the due date for accomplishment. If there are no first article requirements on the contract, these fields will be blank.
IBOP	International Balance of Payments.
%	IBOP percentage is the conversion rate of U.S. currency to foreign currency. If there is an IBOP percentage clause in the contract, the field will be Coded P; otherwise, will be blank.
CC	Country Code identifying the territory or nation in which payment will be addressed to the contractor. See part 15, appendix 32 of this manual for the current list of assigned Country Codes.
I	IBOP indicator will be Coded K if an IBOP clause is applicable on this contract; otherwise, will be blank.
CT	IBOP Supplemental Payment Category Codes. See part 15, appendix 37 of this manual for explanations of each code.
CUR	Payment Currency indicates the type of currency specified for payment of the contractors invoices.
N/A	Name and Address indicator will have one of the following codes to describe the type of alternate payee when the contractor name and address in the Contractor Master Address File is different than the payee name and address in the contract.

CODE

Blank - Alternate Payee is Not Applicable
R - Contractor Remittance Address
N - Notice of Assignment
C - Canadian Commercial Corporation

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REMIT ADDRESS	Contractor's Remittance Address is the Commercial and Government Entity (CAGE) Code where the contractor desires payments to be made.
FEE AMOUNT	The dollars and cents representing the negotiated amount of profit/fee authorized for performance of a cost-plus-fixed-fee contract.
COST AMOUNT	The amount of monies reimbursable to a contractor for performance based on costs approved by an ACO or Auditor in accordance with the terms of the contract.
CONTRACT REMARKS SECTION	
SPECIAL CONTRACT	A code followed by the related In-The-Clear message(s) identifying certain contract provisions which require specialized attention and handling. See part 15, appendix 3 of this manual for a list of the codes and explanations.
NON CLIN/ELIN PROVISIONS	A code followed by the related In-The-Clear message(s) of requirements expressing contractor responsibilities not directly involving performance on the supply line item(s) or service(s) but for which the contractor may be reimbursed or the Government may collect. See part 15, appendix 5 of this manual for a list of the codes and explanations.
NAR 9	A code followed by the related In-The-Clear message(s) of standard ACO Remarks used to indicate the presence of contract clauses and other contract administration requirements. See part 15, appendix 4 of this manual for a list of the codes and explanations.
NAR 1	NAR 1 section is used with support (secondary) administration type contracts.
PRIME CONTR PIIN	Prime contractor PIIN.
PRIME CONTR SPIIN	Prime contractor SPIIN.
UPPER TIER CONTR NAME	The primary contractor for the support contract.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
UPPER TIER CONTR ADDR	The primary contractors address.
NAR 2	NAR 2 section is used only on those contracts assigned for prime administration which are physically complete and are being report to section 2.
PHYSICAL COMPLETION	The date on which the contractor has completed all deliveries acceptance has been made (YYMMDD).
FINAL ACCEPTANCE	The date on which the final items on a contract will be completed (YYMMDD).
OVERAGE	The date all closing actions are scheduled for completion (YYMMDD). It is computed from the final acceptance date as follows: (1) FP unilateral contract value under \$10,000 - three months; (2) All other fixed-price contracts except (1) above - six months; (3) Cost Reimbursement Contracts requiring settlement of overhead rates - 36 months. (4) All other contract types - 20 months.
ESTIMATED CLOSING	Estimated Closing date on which a contract will be completed.
REASON CODES	Code(s) used to indicate predominant reason contract will not be closed prior to overage date. A list of the codes and explanations are contained in part 15, appendix 22 of this manual.
NAR 3	NAR 3 section is used to report data on dormant contracts.
FIRST SHOWN	The date a contract first appeared in section 2 of the CAR.
REASON CODES	Code(s) indicating the reason the contract is dormant. For a list of codes and explanations see part 15, appendix 39 of this manual.
REASON FOR DORMANCY	In-The-Clear remarks relative to the Dormancy Reason Code.
NAR 4	NAR 4 section is reserved for use by the Finance Office in conjunction with its responsibility for the CAR.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
FIRST SHOWN	The date a contract first appeared in section 4 of the CAR.
DS&FM REMARKS	In-The-Clear remark explaining the reason(s) the contract was included in CAR section 4.
NAR 5, 6, AND 7 ACO UNCODED REMARKS	NAR 5, 6, and 7 sections are used as unrestricted uncoded data input by the ACOs and to portray functional limitations.
NAR 8	NAR 8 section is reserved for use by production when submitting DD Form 375-2 and DD Form 375-5 data containing forecasted delivery schedule data for a delinquent contract.
NAR 8 FREE	NAR 8 section Free Format is generated when F is entered on the indicator code.
ACO REMARKS	In-The-Clear remarks.
NAR 8 FIXED FORMAT	NAR 8 section Fixed Format is generated when an S is entered on the indicator code.
TYPE DOC	Type of Document being used to identify delinquent contract, as follows: <ul style="list-style-type: none"> 2 - DD Form 375-2 5 - DD Form 375-5 L - Letter M - Message
DT FWRD	Date the report was forwarded to the PCO (YYMMDD).
DT DELINQ	The date on which performance under a contract became overdue (YYMMDD).
RSN FOR DELAY	Reason for Delay Codes. See part 15, appendix 25 of this manual for a list of the codes and explanations.
FRCST DT	Forecast Date represents a new estimated completion date when there is a delay in the contract completion (YYMMDD).

REPORT ELEMENT

ELEMENT DESCRIPTION

KNEW DATE

Date on which the Industrial Specialist became aware that the contractor would not deliver on time.

ACO UNCODED REMARKS

In-The-Clear Uncoded Remarks relating to the contract delinquency.

16.140.1 UNPA350L - CAO/ADP POINT CHANGE REPORT

a. Data Summary

PURPOSE: This is a daily listing by Contractor Code of those contractors that have moved from one DCMD or CAO area of responsibility to another and their H8 Code has not changed. This listing is the result of revisions received from DLSC as well as local input.

SOURCE OF DATA: CD15

TYPE/MEDIUM: Output Report - Standard Paper

FREQUENCY/RETENTION: Daily - Until UNPA400A, B and D are Received.

VOLUME: MIN-1, AVG-N/A, MAX-N/A

SORT SEQUENCE: Commercial and Government Entity (CAGE) Code, Federal Supply Code for Nonmanufacturers (FSCNM) or NATO Supply Code for Manufacturers (NSCM)

DESCRIPTION: This is a daily listing by Contractor Code of those contractors that have moved from one DCMD or CAO area of responsibility to another and their H8 Code has not changed. This listing is the result of revisions received from DLSC as well as local input. The data appearing on this list should be submitted to DLSC by a DCMD or by a contractor when address change is submitted. DLSC will process these address revisions by ZIP Code to the CAO/ADP Point/ZIP cross-reference file to select the new CAO/ADP Point Code. This data then will appear on this listing to alert those concerned that a change has been made. F will maintain these reports when received for reference purposes. When the Report UNPA400A/B is received these reports may be destroyed. The MAF activity will check local CAO/ADP point changes against this report to ensure that they are updated correctly.

16.140.1 UNPA350L - CAO/ADP POINT CHANGE REPORT (CONT'D)

b. Sample Report

REPORT NUMBER	UNPA350L	DATE	95 DEC 08	CAO CODE	CY	PAGE	4
CAO/ADP POINT CHANGE REPORT							
CONTRACTOR CODE	CAO CODE	ADP POINT	OLD CAO CODE	ADP POINT	NEW CAO CODE	ADP POINT	CONTRACTOR CODE
049F5	S4402A	SC1020	S4402A	SC1024	049F5	S4402A	SC1024
049J9	S4402A	SC1020	S4402A	SC1024	049J9	S4402A	SC1024
049K9	S4402A	SC1020	S4402A	SC1024	049K9	S4402A	SC1024
16630	S4402A	SC1020	S4402A	SC1024	16630	S4402A	SC1024
62764	S4402A	SC1020	S4402A	SC1024	62764	S4402A	SC1024
64666	S4402A	SC1020	S4402A	SC1024	64666	S4402A	SC1024
75960	S4402A	SC1020	S4402A	SC1024	75960	S4402A	SC1024
8V467	S4402A	SC1020	S4402A	SC1024	8V467	S4402A	SC1024
0HK15	S4404A	SC1020	S4404A	SC1024	0HK15	S4404A	SC1024
0RK05	S4404A	SC1020	S4404A	SC1024	0RK05	S4404A	SC1024
0S158	S4404A	SC1020	S4404A	SC1024	0S158	S4404A	SC1024
0ZE75	S4404A	SC1020	S4404A	SC1024	0ZE75	S4404A	SC1024
03922	S4404A	SC1020	S4404A	SC1024	03922	S4404A	SC1024
04WY8	S4404A	SC1020	S4404A	SC1024	04WY8	S4404A	SC1024
049B1	S4404A	SC1020	S4404A	SC1024	049B1	S4404A	SC1024
049B2	S4404A	SC1020	S4404A	SC1024	049B2	S4404A	SC1024
049F1	S4404A	SC1020	S4404A	SC1024	049F1	S4404A	SC1024
049G4	S4404A	SC1020	S4404A	SC1024	049G4	S4404A	SC1024
049H7	S4404A	SC1020	S4404A	SC1024	049H7	S4404A	SC1024
049K8	S4404A	SC1020	S4404A	SC1024	049K8	S4404A	SC1024
1S334	S4404A	SC1020	S4404A	SC1024	1S334	S4404A	SC1024
7S976	S4407A	SC1020	S4407A	S4407A	7S976	S4407A	S4407A

*** LAST PAGE ***

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350L	CAO/ADP Point Change Report.
DATE	Calendar date report is printed. Shown as YYMMDD.
PAGE	Sequential number of page within the report.
REPORT NAME	CAO/ADP Point Change Report.
CONTRACTOR CODE	Contractor Code. The Commercial and Government Entity (CAGE) Code, Federal Supply Code for Nonmanufacturers (FSCNM) or NATO Supply Code for Manufacturers (NSCM) for the affected activity.
OLD CAO CODE	Old Contract Administration Office Code. The DoDAAD Code for the CAO presently in the system.
OLD ADP POINT	Old Automatic Data Processing Point Code. The DoDAAD Code for the ADP Point serving the old CAO presently in the system.
NEW CAO CODE	New Contract Administration Office Code. The DoDAAD Code for the CAO which replaces the old CAO Code. (May be the same as the old CAO Code if only the ADP Point is being changed.)
NEW ADP POINT	New Automatic Data Processing Point Code. The DoDAAD Code for the ADP Point which serves the new CAO. (May be the same as ADP Point which served the old CAO.)

16.141 UNPA350M - CONTRACTOR CODE CHANGES

a. Data Summary

PURPOSE:	This is a daily listing showing the old Contractor Code with six digits of QA attribute data, the new Contractor Code with some attribute data, and the CAO Code within whose jurisdiction that contractor is located. The purpose of the report is to notify the Quality Assurance Directorate that a change in the contractor's H8 Code has been made, which may or may not require revision to QAs attribute data and QAs dollar value report. This report will be transmitted to the CAOs. A copy will be filed in the Contract Data Division (FCC) for reference purposes.
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - Local Option
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
SORT SEQUENCE:	Old CAGE, FSCNM, or NSCM within CAO
PAGE BREAKS:	CAO
DESCRIPTION:	UNPA350M is a daily listing showing the old Contractor Code with six digits of QA attribute data, the new Contractor Code with some attribute data, and the CAO Code within whose jurisdiction that contractor is located. The purpose of the report is to notify the Quality Assurance Directorate that a change in the contractor's H8 Code has been made, which may or may not require revision to QAs attribute data and QAs dollar value report. This report will be transmitted to the CAOs. A copy will be filed in the Contract Data Division for reference purposes.

16.141 UNPA350M - CONTRACTOR CODE CHANGES (CONT'D)

b. Sample Report

REPORT NUMBER	UNPA350M	DATE 95 DEC 08	CONTRACTOR CODE CHANGES	CAO CODE WB	PAGE
	-----OLD-----	-----NEW-----	-----OLD-----		3
	0HCUB				-----NEW-----
		9F184			

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350M	Contractor Code Change.
DATE	Calendar date report is printed. Shown as YYMMDD.
CAO CODE	Contract Administration Office Code. The DoDAAD Code of the CAO having cognizance of the contractors whose codes are listed on the report.
PAGE	Sequential number of page within the report.
REPORT NAME	Contractor Code Changes.
OLD	Old Codes. The CAGE, FSCNM or NSCM previously assigned to the affected contractor plus the QA attribute data assigned to the old code.
NEW	New Codes. The replacement CAGE, FSCNM or NSCM assigned to the affected contractor plus available QA attribute data assigned to the new code.

16.142 UNPA350N - CONTRACTOR STREET ADDRESS EXCEEDS 28 POSITIONS

a. Data Summary

PURPOSE:	This list contains those H8 Codes whose address data exceeded 28 characters.
SOURCE OF DATA:	Validation
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - Until Corrections Made
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
SORT SEQUENCE:	Contractors Code within CAO Code.
PAGE BREAKS:	CAO Code
DESCRIPTION:	<p>This list contains those H8 Codes whose address data exceeded 28 characters. These must be reviewed to determine whether data omitted was essential to the address. Corrections must be made as necessary to preclude the possibility of truncating the last seven characters in the address field. City, State and ZIP Code data are not checked for 28 positions as these elements are reformatted to fit the 28-position structure. Destroy list when corrections are input.</p>

16.142 UNPA350N - CONTRACTOR STREET ADDRESS EXCEEDS 28 POSITIONS
(CONT'D)

b. Sample Report

To Be Developed

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA350N	Contractor Street Address exceeds 28 positions.
DATE	Calendar date report is printed. Shown as YYYYMMDD.
CAO CODE	Contract Administration Office Code. The DoDAAD Code of the CAO having cognizance of the contractors listed on the report.
PAGE	Sequential number of page within the report.
REPORT NAME	Contractor Street Address Exceeds 28 Positions. The data on this report is shown as a straight line entry of the contractors code and the In-The-Clear name and address of the contractor.

16.143 UNPA350P - INCOMPATIBLE CAO/ORG/QA CODES - TOTAL

a. Data Summary

PURPOSE:	This list is an optional run of the total file which lists incompatible organization to QA Organization Codes.
SOURCE OF DATA:	Validation
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - Until Corrections Completed
SORT SEQUENCE:	Commercial and Government Entity (CAGE) Code, Federal Supply Code for Nonmanufacturers (FSCNM) or NATO Supply Code for Manufacturers (NSCM) within Contract Administration Office (CAO)
PAGE BREAKS:	Contract Administration Office (CAO)
DESCRIPTION:	Incompatible CAO/ORG/QA Codes - Total File - UNPA350P This list is an optional run of the total file. It should be run at least once and reviewed by the QA District Monitor and a Finance Office representative. Any discrepancies must be corrected or justified. Thereafter, UNPA350C should be worked to maintain file integrity and this report need not be produced, unless the QA Directorate desires an entire file review. Review to ensure that discrepancies are intentional or the result of an input error and correct as necessary. The QA monitor should be consulted as to whether the compatibility was intended or is an error.

16.143 UNPA350P - INCOMPATIBLE CAO/ORG/QA CODES - TOTAL (CONT'D)

b. Sample Report

To Be Developed

16.144 UNPA350Q - MASS CHANGES AND ADRS CHANGES AFFECTING PAYEE NAME AND ADDRESS

a. Data Summary

PURPOSE:	This is a listing by contractor code of changes to the Master Address File effecting the payee name and address.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - Until Contract Changes Verified
SORT SEQUENCE:	Commercial and Government Entity (CAGE) Code, Federal Supply Code for Nonmanufacturers (FSCNM) or NATO Supply Code for Manufacturers (NSCM) numerical sequence.
DESCRIPTION:	This is a listing by contractor code of changes effecting the payee name and address and the contract numbers affected.

b. Sample Report

16-1-879

16.145 UNPA350T - ELECTRONIC FUND TRANSFER ACTIVITY LIST

a. Data Summary

PURPOSE:	To provide DFAS with a listing of all EFT transactions processed into the system the previous day at CAGE level; to ensure the validity of these transactions and verify the data on the report.
SOURCE OF DATA:	Output paper
TYPE/MEDIUM:	Daily
FREQUENCY/RETENTION:	As Locally Determined
SORT SEQUENCE:	CAGE
ADDITIONAL INFO:	The report may not be requested.

16.145 UNPA350T - ELECTRONIC FUND TRANSFER ACTIVITY LIST (CONT'D)

b. Sample Report

REPORT NUMBER	UNPA350T	DATE	94 AUG 31	CAO CODE		PAGE	1
ELECTRONIC FUND TRANSFER ACTIVITY LIST							
ADP POINT: SC1022 DCMR CHICAGO							
CAGE	CONTRACTOR NAME	CAO-ORG	OLD ABA-NO	OLD ACCT-NO	OLD LOCKBOX-NO	NEW ABA-NO	NEW ACCT-NO
	ACTION RGS-CD						NEW LOCKBOX-NO
26916	NORTHROP CORP	* GB					
*ADD	C000001					071001737	6969696969
57500	STORM PRODUCTS CO	GB					
*ADD	C000001					071905985	2400000000000000
*** LAST PAGE ***							

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER	UNPA350T.
DATE	Report run for date (YY MMM DD).
CAO CODE	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE - A code which identifies a specific office where the report is to be sent. May be blank if the report is not distributed below the District level.
PAGE	Page Number.
ADP POINT	DoDAAC used to identify where the data is sent for processing followed by the in-the-clear ADP name.
CAGE	COMMERCIAL AND GOVERNMENT ENTITY - Identifies the Contractor facility.
CONTRACTOR NAME	The in-the-clear name of the contractor.
CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE - A code that identifies the Contract Administration Office.
ACTION	Add, Change, or Delete.
RGS-CD	READING GROUP SPECIALIST CODE - A code assigned to a specific person to identify their input transactions.
OLD-ABA-NO	OLD AMERICAN BANKERS ASSOCIATION NUMBER - A unique number assigned to a specific bank by the American Bankers Association, which was used for EFT payments prior to the current change.
OLD-ACCT-NO	OLD ACCOUNT NUMBER - The old bank account number of a contractor.
OLD-LOCKBOX-NO	OLD LOCKBOX NUMBER - The old lockbox number for a contractor, which was used for further EFT funds identification below the account level.
NEW-ABA-NO	NEW AMERICAN BANKERS ASSOCIATION NUMBER - A unique number assigned to a specific bank by the American Bankers Association, which is used for EFT as a result of the latest change or add.

REPORT ELEMENT

ELEMENT DESCRIPTION

NEW-ACCT-NO

NEW ACCOUNT NUMBER - The new bank account number of a contractor.

NEW-LOCKBOX-NO

NEW LOCKBOX NUMBER - The new lockbox number for a contractor which replaces the old number.

16.146 UNPA400A - ACTIVITY ADDRESS MASTER FILE LIST CODE SEQUENCE

a. Data Summary

PURPOSE:	This is a listing of all Non-Government (contractor) and contractor payee activities address and attribute data contained in the Master Address File (MAF). It is printed by Activity Code sequence.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - Until Next List is Received
VOLUME:	MIN-1 each DCAMA/2 each DCMD, AVG-N/A, MAX-N/A
SORT SEQUENCE:	Commercial and Government Entity (CAGE) Code, Federal Supply Code for Nonmanufacturers (FSCNM) or NATO Supply Code for Manufacturers (NSCM) numerical sequence.
DESCRIPTION:	This is a listing of all Non-Government (contractor) and contractor payee activities address and attribute data contained in the Master Address File. It is printed by Activity Code sequence. It will be furnished to F for distribution and is the official file copy to be maintained and made available for any and all use.

16.146 UNPA400A - ACTIVITY ADDRESS MASTER FILE LIST CODE SEQUENCE
(CONT'D)

b. Sample Report

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA400A	Activity Address Master File List Code Sequence.
DATE	Calendar date report is printed. Shown as YYYYMMDD.
CAO CODE	Contract Administration Office Code. The CAO having cognizance over the contractors listed in a particular segment of the report.
PAGE	Sequential number of page within the report.
REPORT NAME IDENT	Activity Address Master File Listing - Code Sequence Activity Identity Code. The CAGE, FSCNM or NSCM (H8) of the affected activity. CAO (Contract Administration Office). The CAO having cognizance over the contractor listed under IDENT.
ACTIVITY NAME AND ADDRESS DATA	The In-The-Clear name and address of the contractor.
QS	Quality Assurance Suspense Code. A code input by QA to indicate a deleted or suspended contractor for QA internal purposes only.
ADD DTE	Address Date. Date of last change to contractor's name and/or address.
DCMD	Defense Contract Management District. The DCMD within whose boundaries the contractor is located.
CSN	Contractor Sequence Number. A code assigned to new contracts input into system in order to control them in alpha sequence by assigning a numerical sequential number.
CAO	Contract Administration Office. The CAO having cognizance over the contractor.
ORG CODE	Organizational Code. The organizational element of a DCMD to which administration responsibility for the contractor belongs.
QA CODE	Quality Assurance Organization Code. A three position code which identifies the Division, Branch and Section having QA cognizance.

REPORT ELEMENTELEMENT DESCRIPTION

GPC

General Performance Code. A code representing the status of a contractor/facility performance.

- Blank - Not Reporting any Performance
- A - Satisfactory
- B - Poor
- C - Less than Satisfactory

PROV

Quality Assurance Provision Code. A code identifying the highest quality provision to which the contractor is currently required to comply.

- A - MIL Q 9858A
- B - NHB 5300.4 (1B)
- C - MIL I 45208A
- D - MHB 5300.4 (1C)
- E - Other

SD

Status Designator Code. A one position code that reflects the status of a CAGE/FSCNM/NSCM.

T

Type Organizational Entity Code. A code identifying the applicable type of organizational entity.

- A - H-4-1 & H-4-2 Manufacturers
- B - Bidders
- E - H-4-3 NATO Manufacturers
- F - H-8-1 & H-8-2 Non-Government Organization

F/D

Foreign/Domestic Designator Code. A code which designates the location of an organizational entity as to domestic or foreign.

- 1 - Domestic (includes Alaska, Hawaii, and U.S. possessions)
- 2 - Foreign
- 3 - Canadian

OED

Organizational Entity Designator. An alphanumeric code which denotes that one or more conditions exists pertaining to an organizational entity record.

- % - Denotes CAGE Code assigned to the parent organization of a corporate complex.
- G - Denotes CAGE Code assigned to a Government activity.

REPORT ELEMENTELEMENT DESCRIPTION

3 - Denotes Defense Industrial Plant Equipment Center (DIPEC) interest in CAGE Code Record.
4 - Combination of Code 3 and Code %.
5 - Combination of Code % and Code G.
6 - Combination of Code 3 and Code G.
7 - Combination of Code 3, Code % and Code G.

ACO Administrative Contracting Officer Code. A code that identifies the ACO having cognizance of the contractor/facility.

IS Industrial Specialist Code. A code that identifies the IS having surveillance of the contractor/facility.

PCC Progress Control Clerk Code. A code that identifies the PCC having surveillance of the contractor/facility.

TSC Transportation Specialist Code. A code identifying traffic management element responsible for technical support relating to transportation aspects of a contractor/facility.

OEC Office of Engineering Code. A code identifying the engineering office responsible for systems Support Surveillance of a contract being performed on by a contractor.

PA Property Administrator Code. A code identifying the representative that is responsible for property administration applicable to a contractor.

QAR Quality Assurance Representative Code. A code assigned to the individual performing quality assurance at the contractor/facility.

QF Quality Assurance Facility Code. A code which identifies if quality assurance support for a contractor/facility is provided by a Resident (R) or Non-Resident (N) QAR.

PEC Production Engineer Code. A code identifying the engineer providing engineering support to the contractor/facility.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
IFC	Industrial Facilities Code. A code identifying the Industrial Facilities Office responsible for facilities surveillance of a contractor/facility.
CC	Commodity Code. A code which indicates the predominant commodity manufactured by a contractor/facility.
GEO	Geographical Code. (Not used at present.)
BC	Business Category Code. A code that depicts the physical and geographical characteristics of a contractor.
ATT DTE	Attribute Date. Date of last change to contractor's attribute data.
ADDRESS	Address. The words Local or Transmitted may be entered following this report element to indicate address data was input locally or received from DLSC.
ATTRIBUTE DATA	Attribute Data. The words Local or Transmitted may be entered following this report element to indicate attribute data was input locally or received from DLSC.

16.147 UNPA400B - ACTIVITY ADDRESS MASTER FILE NAME SEQUENCE

a. Data Summary

PURPOSE:	This is a listing of all non-Government (contractor) and contractor payee activities address and attribute data contained in the Master Address File (MAF). It is printed by name sequence.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - Until Next List is Received
VOLUME:	MIN-1 each DCAMA/2 each DCMD, AVG-N/A, MAX-N/A
SORT SEQUENCE:	Contractor/Payee Name in Alphabetical Sequence. Payees with Multiple FSCMNs will be Numerical within Alphabetical sequence.
DESCRIPTION:	This list is the same as UNPA400A except that it is provided in alphabetic sequence (first 10 positions of the name).

16.147 UNPA400B - ACTIVITY ADDRESS MASTER FILE NAME SEQUENCE (CONT'D)

b. Sample Report

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA400B	Activity Address Master File Name Sequence.
DATE	Calendar date report is printed. Shown as YYYYMMDD.
PAGE	Sequential number of page within the report.
REPORT NAME	Activity Address Master File Listing - Name Sequence.
IDENT	Activity Identity Code. The CAGE, FSCNM or NSCM (H8) of the affected activity.
CAO	Contract Administration Office. The CAO having cognizance over the contractor listed under IDENT.
ACTIVITY NAME AND ADDRESS DATA	The In-The-Clear name and address of the contractor.
QS	Quality Assurance Suspense Code. A code input by QA to indicate a deleted or suspended contractor for QA internal purposes only.
ADD DTE	Address Date. Date of last change to contractor's name and/or address.
DCMD	Defense Contract Management District. The DCMD within whose boundaries the contractor is located.
CSN	Contractor Sequence Number. A code assigned to new contracts input into system in order to control them in alpha sequence by assigning a numerical sequential number.
CAO	Contract Administration Office. The CAO having cognizance over the contractor.
ORG CODE	Organizational Code. The organizational element of a DCMD to which administration responsibility for the contractor.
QA CODE	Quality Assurance Organization Code. A three position code which identifies the Division, Branch, and Section having QA cognizance.

REPORT ELEMENTELEMENT DESCRIPTION

GPC

General Performance Code. A code representing the status of a contractor/facility performance.

- Blank - Not Reporting any Performance
- A - Satisfactory
- B - Poor
- C - Less than Satisfactory

PROV

Quality Assurance Provision Code. A code identifying the highest quality provision to which the contractor is currently required to comply.

- A - MIL Q 9858A
- B - NHB 5300.4 (1B)
- C - MIL I 45208A
- D - MHB 5300.4 (1C)
- E - Other

SD

Status Designator Code. A one position code that reflects the status of an CAGE/FSCNM/NSCM.

T

Type Organizational Entity Code. A code identifying the applicable type of organizational entity.

- A - H-4-1 & H-4-2 Manufacturers
- B - Bidders
- E - H-4-3 NATO Manufacturers
- F - H-8-1 & H-8-2 Non-Government Organization

F/D

Foreign/Domestic Designator Code. A code which designates the location of an organizational entity as to domestic or foreign.

- 1 - Domestic (includes Alaska, Hawaii, and U.S. possessions)
- 2 - Foreign
- 3 - Canadian

OED

Organizational Entity Designator. An alphanumeric code which denotes that one or more conditions exists pertaining to an organizational entity record.

- % - Denotes CAGE Code assigned to the parent organization of a corporate complex.
- G - Denotes CAGE Code assigned to a Government activity.

REPORT ELEMENTELEMENT DESCRIPTION

3 - Denotes Defense Industrial Plant Equipment Center (DIPEC) interest in CAGE Code Record.
4 - Combination of Code 3 and Code %.
5 - Combination of Code % and Code G.
6 - Combination of Code 3 and Code G.
7 - Combination of Code 3, Code % and Code G.

ACO Administrative Contracting Office Code. A code that identifies the ACO having cognizance of the contractor/facility.

IS Industrial Specialist Code. A code that identifies the IS having surveillance of the contractor/facility.

PCC Progress Control Clerk Code. A code that identifies the PCC having surveillance of the contractor/facility.

TSC Transportation Specialist Code. A code identifying traffic management element responsible for technical support relating to transportation aspects of a contractor/facility.

OEC Office of Engineering Code. A code identifying the engineering office responsible for systems Support Surveillance of a contract being performed on by a contractor.

PA Property Administrator Code. A code identifying the representative that is responsible for property administration applicable to a contractor.

QAR Quality Assurance Representative Code. A code assigned to the individual performing quality assurance at the contractor/facility.

QF Quality Assurance Facility Code. A code which identifies if quality assurance support for a contractor/facility is provided by a Resident (R) or Non-Resident (N) QAR.

PEC Production Engineer Code. A code identifying the engineer providing engineering support to the contractor/facility.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
IFC	Industrial Facilities Code. A code identifying the Industrial Facilities Office responsible for facilities surveillance of a contractor/facility.
CC	Commodity Code. A code which indicates the predominant commodity manufactured by a contractor/facility.
GEO	Geographical Code. (Not used at present.)
BC	Business Category Code. A code that depicts the physical and geographical characteristics of a contractor.
ATT DTE	Attribute Date. Date of last change to contractor's attribute data.
ADDRESS	Address. The words Local or Transmitted may be entered following this report element to indicate address data was input locally or received from DLSC.
ATTRIBUTE DATA	Attribute Data. The words Local or Transmitted may be entered following this report element to indicate attribute data was input locally or received from DLSC.

16.148 UNPA400C - ADDRESS DATA LINE EXCEEDS 28 POSITIONS

a. Data Summary

PURPOSE:	This list contains those H8 Codes whose address data exceeded 28 characters.
SOURCE OF DATA:	Validation
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - Until Corrections Made
VOLUME:	MIN-1, AVG-N/A, MAX-N/A
SORT SEQUENCE:	CAGE, FSCNM, or NSCM Codes with CAO
PAGE BREAKS:	CAO Code
DESCRIPTION:	<p>This list contains those H8 Codes whose address data exceeded 28 characters. These must be reviewed to determine whether data omitted was essential to the address. Corrections must be made as necessary to preclude the possibility of truncating the last seven characters in the address field. City, State and ZIP Code data are not checked for 28 positions as these elements are reformatted to fit the 28-position structure. Destroy list when corrections are input. This is an optional report.</p>

16.148 UNPA400C - ADDRESS DATA LINE EXCEEDS 28 POSITIONS (CONT'D)

b. Sample Report

To Be Developed

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA400C	Address Data Line Exceeds 28 positions.
DATE	Calendar date report is printed. Shown as YYMMDD.
CAO CODE	Contract Administration Office Code. The DoDAAD Code of the CAO having cognizance of the contractors listed on the report.
PAGE	Sequential number of page within the report.
REPORT NAME	Total List of Contractor Address Data Line Exceeds 28 positions. Data is listed as a straight line entry in numerical sequence by CAGE, FSCNM or NSCM Code (i.e., first five positions of data).

16.149 UNPA400D - DoDAAD ACTIVITY DATA NAME SEQUENCE

a. Data Summary

PURPOSE:	To provide a listing to the requester for contracts containing SB/LSA clauses (R9 remarks 32).
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Inquiry Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - As Determined Locally
SORT SEQUENCE:	ORG Code/FSCM/PIIN/SPIIN
PAGE BREAKS:	Page is full or change in ORG.
TOTAL:	Totals by ORG for the following: Part A SB/LSA Contracts Part B SB/LSA Contracts Single Function Administration Multifunction Administration Total Parts A and B SB/LSA Contracts District Totals of all categories for all ORGs.

16.149 UNPA400D - DoDAAD ACTIVITY DATA NAME SEQUENCE (CONT'D)

b. Sample Report Page 1

To Be Developed

16.149 UNPA400D - DoDAAD ACTIVITY DATA NAME SEQUENCE (CONT'D)

Sample Report Page 2

To Be Developed

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPA400D	DoDAAD Activity Data Name Sequence.
DATE	Date of report (YYMMDD).
CAO CODE	The Requester Routing Code.
PAGE	Page number.
FOR REQUESTER	Identification of individual requesting the inquiry and to whom distribution should be made.
CAGE	The Commercial and Government Entity (CAGE) is a code assigned to each contractor for identification purposes.
CONTRACTORS NAME LOCATION	Self-explanatory.
CAO	The Contract Administration Office Organization Code of the organization responsible for administering the contract.
ASSMT CODE	The Contract Assignment Code depicts the type of administrative responsibility assigned to a contract. For a list of the codes and explanations see part 15, appendix 12 of this manual.
DEPARTMENT CODE	A code used for Service Agency Designation. A list of the department codes are contained in part 15, appendix 6 of this manual.
PIIN	The Procurement Instrument Identification Number (the contract number).
SPIIN	The Supplementary Procurement Instrument Identification Number is a number used in conjunction with the basic PIIN to identify: (1) amendments to solicitation documents (four position numeric serial number commencing with 0001); (2) call/orders against Basic Ordering Agreements (BOA) or Blanket Purchased Agreements (BPA) (four position alphanumeric serial number); or (3) modifications to contractual documents (six position alphanumeric serial number for contracts, BOAs or BPAs and a two position serial number for calls/orders).
CONT DATE	Effective date (Julian date) of the contract.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
DATE RECD	Date the contractual document was received at District (Julian date).
COMPL DATE	Scheduled completion date of the contract (Julian date).
NOUN	Represents the first 11 positions of the name and/or description of the prime item being procured as shown on the contractual document.
CONTRACT CAT	Reflects the basic intent of the contract such as procurement of supplies, research, etc. Kind of Contract Code is used in conjunction with Type Contract Code. A list of the codes and explanations are contained in part 15, appendix 8 of this manual.
CONTRACT TYPE	Identifies the specific types of contract pricing provisions as differentiated by the structure and clause content of the contract. For a list of the codes and explanations see part 15, appendix 9 of this manual.
VE	Value Engineering clause indicator depicts whether an award contains a VE clause. This field indicates that each contract item or task has been analyzed to ensure that its essential function is provided at the lowest overall cost; savings to be shared with the contractor. For a list of the codes and explanations see part 15, appendix 14 of this manual.
SC	A code depicting whether there is a security classification assigned to a procurement instrument for contract administration. If applicable documents contain a security classification this field will be Coded C; otherwise, will be Coded U for unclassified.
ACO	The Administrative Contracting Officer Code identifying the individual responsible for administering the contract.
IS	The Industrial Specialist Code identifying the specific Industrial Specialist or Progress Control Element to whom the contract is assigned for surveillance.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
PROP ADM	A code identifying the individual responsible for property administration applicable to a contract.
PROD SURV	A code that identifies the degree of production surveillance to be performed by the Contract Administration Services Activity. For a list of the codes and explanations see part 15, appendix 18 of this manual.
COMM	Commodity Code designates a grouping of supplies, construction, or other services with QA responsibilities. For a list of the codes and explanations see part 15, appendix 2 of this manual.
INSP ACCT	The Inspection/Acceptance F.O.B. Code indicates the inspection and acceptance points specified in the award for the contract line item(s). A list of the codes and explanations are contained in part 15, appendix 23 of this manual.
BA	A code that identifies the activity that issued the procurement instrument. See FAR, appendix N for the list of Buying Activities.
BUS CAT	The Business Category Code depicts the physical and geographical characteristics of a contractor. For a list of the codes and explanations see part 15, appendix 7 of this manual.
REMARKS SECTION	A list of the Special Contract Provisions and Coded Remarks pertaining to the contract. The code for each remark is followed by an In-The-Clear message.
OBLIGATED	The dollar amount which will eventually be disbursed for goods or services under this contract or call/order.
UNLIQUIDATED	The total remaining dollar obligation on a contract or call/order, after disbursements have been made.
PROGRESS PAYMENTS	The total unrecouped progress payments made to the contractor.
SUMMARY PAGE ORG	The Contract Administration Office Organization Code.

REPORT ELEMENTELEMENT DESCRIPTION

SINGLE FUNCTION

The total SB/LSA contracts that the applicable ORG has a single functional administrative limitation.

MULTI FUNCTION

The total SB/LSA contracts for which the applicable ORG has multiple administrative functional limitations but less than full administration.

TOTAL

Total SB/LSA contracts in Part A and Part B for each ORG.

TOTAL

District totals for all ORGs for each category.

16.150 UNPG400A – DAILY VOUCHER LEVEL REPORT

a. Data Summary

PURPOSE:	The purpose of this report is to provide a hard copy listing which is generated as a result of the automated workcounts generated by MOCAS for unit cost definition and by appropriate customer.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily
SORT SEQUENCE:	By Voucher in Terminal Digit (TD) sequence.
TOTALS:	Total Number of Vouchers by Number. Total Disbursement Amount per Voucher Number. Total Amount of Disbursements. Total Number of Vouchers.

16.150 UNPG400A - DAILY VOUCHER LEVEL REPORT (CONT'D)

b. Sample Report

REPORT NUMBER UNPG400A		DATE 00 JAN 24		DAILY VOUCHER LEVEL		M O C S		PAGE 1	
BYACT	FY T SN TD	CALL	DSSN	VOUCHER NO.	VOUCHER DISB TYPE	DISB AMOUNT	SHIPMENT NUMBER	DISB DATE	REMIT CODE
N00383	99 D 01 0F	7000	8538	G16-01	E	13,514.00	DSD0022	01/24/00	820
TOTAL					1	\$13,514.00			
N00104	96 D C5 11	0261	8538	G16-02	E	1,106.00	TWI0002	01/24/00	820
N00104	96 D C5 11	0261	8538	G16-02	E	34,603.00	TWI0002	01/24/00	820
TOTAL					2	\$35,709.00			
N00104	96 D C5 11	0262	8538	G16-03	E	1,185.00	TWI0003	01/24/00	820
N00104	96 D C5 11	0262	8538	G16-03	E	33,346.00	TWI0003	01/24/00	820
TOTAL					2	\$34,531.00			
N00104	96 D C5 11	0263	8538	G16-04	E	948.00	TWI0002Z	01/24/00	820
N00104	96 D C5 11	0263	8538	G16-04	E	29,986.00	TWI0002Z	01/24/00	820
TOTAL					2	\$30,934.00			

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPG400A	Daily Voucher Level Report via MORDS to ORS.
BYACT	A code that identifies the activity that issued the procurement instrument. See FAR, appendix N, for the list of buying activities.
FY	Fiscal Year.
T	Contract Type.
SN	Serial Number.
TD	Terminal Digit, a method of sequencing contracts using digits in the contract number.
CALL	Supplementary Procurement Instrument Identification Number. A four position number identifying an order for a contract, a BOA or BPA.
DSSN	Disbursing Station Symbol Number. The first four positions of the accounting station assigned by the Treasury Department to all U.S. Government disbursing stations.
VOUCHER NO.	An alpha/numeric code assigned to a specific voucher.
VOUCHER DISB TYPE	Single digit alpha code used to identify the disbursement type, C for Check or EFT for Electronic Funds Transfer.
DISB AMOUNT	The gross amount disbursed at the shipment level.
SHIPMENT NUMBER	A seven position alpha/numeric code assigned to a specific invoice. The first three positions must be alpha (A-Z) and the next four must be numeric (0001-9999). The eighth position is a Z that is used to identify the final shipment on a contract.
DISB DATE	The date in which disbursements are Made.
REMIT CODE	Code used to identify the type of remittance, EDI (820), or Manual Remittance (MNLRM).

16.151 UNPG400B – WEEKLY VOUCHER LEVEL REPORT

a. Data Summary

PURPOSE:	The purpose of this report is to provide a hard copy listing which is generated as a result of the automated workcounts generated by MOCAS for unit cost definition and by appropriate customer.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Weekly
SORT SEQUENCE:	By Voucher in TD sequence.
TOTALS:	Total number of Vouchers by Number. Total Disbursement Amount per Voucher Number.

16.151 UNPG400B - WEEKLY VOUCHER LEVEL REPORT (CONT'D)

b. Sample Report Page 1

REPORT NUMBER UNPG400B										DATE 99 DEC 03	PAGE 1
WEEKLY VOUCHER LEVEL										M O S	
BYACT	FY	ISN TO	CALL	DSSN	VOUCHER NO.	VOUCHER DISB TYPE	DISB AMOUNT	SHIPMENT NUMBER	DISB DATE	REMIT CODE	
SP0300	98	C RP 03	TOTAL	6469	H319-01	1	E	6,000.00	12/03/99	820	
					H319-01		\$6,000.00				
FO4606	95	G 00 06	UN06	6469	H319-02	1	F	6,565.00	12/03/99	820	
			TOTAL		H319-02		\$6,565.00				
SP0500	97	M 11 08	TOTAL	6469	H319-03	1	C	643.50	12/03/99	MNLRM	
					H319-03		\$643.50				
FO4606	95	G 00 06	SA07	8541	K236-01	1	L	28,525.00	12/03/99	820	
			TOTAL		K236-01		\$28,525.00				
FO4606	95	G 00 06	SA09	8541	K236-02	1	E	4,080.25	12/03/99	820	
			TOTAL		K236-02		\$4,080.25				
I42520	96	M 03 08	TOTAL	8541	K236-03	1	C	720.00	12/03/99	MNLRM	
					K236-03		\$720.00				
F33557	97	C JS 15	TOTAL	8541	K236-04	1	F	600,000.00	12/03/99	820	
					K236-04		\$600,000.00				

16.151 UNPG400B - WEEKLY VOUCHER LEVEL REPORT (CONT'D)

Sample Report Page 2

REPORT NUMBER	UNPG400B	DATE	99 DEC 03	PAGE	2				
WEEKLY VOUCHER LEVEL									
BYACT	FY T SN TD	CALL	USSN	VOUCHER NO.	VOUCHER DISB TYPE	DISB AMOUNT	SHIPMENT NUMBER	DISB DATE	RLM11 CODE
					7	\$648,533.75			
GRAND TOTAL									

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPG400B	Weekly Voucher Level Report via MORDS to ORS.
BYACT	A code that identifies the activity that issued the procurement instrument. See FAR, appendix N, for the list of buying activities.
FY	Fiscal Year.
T	Contract Type.
SN	Serial Number.
TD	Terminal Digit, a method of sequencing contracts using digits in the contract number.
CALL	Supplementary Procurement Instrument Identification Number. A four position number identifying an order for a contract, a BOA or a BPA.
DSSN	Disbursing Station Symbol Number. The first four positions of the accounting station assigned by the Treasury Department to all U.S. Government disbursing stations.
VOUCHER NO.	An alpha/numeric code assigned to a specific voucher.
VOUCHER DISB TYPE	Single digit alpha code used to identify the disbursement type, C for Check or EFT for Electronic Funds Transfer.
DISB AMOUNT	The gross amount disbursed at the shipment level.
SHIPMENT NUMBER	A seven position alpha/numeric code assigned to a specific invoice. The first three positions must be alpha (A-Z) and the next four must be numeric (0001-9999). The eighth position is a Z that is used to identify the final shipment on a contract.
DISB DATE	The date in which disbursements are made.
REMIT CODE	Code used to identify the type of remittance, EDI (820), or Manual Remittance (MNLRM).

16.152 UNPG400C – MONTHLY VOUCHER LEVEL REPORT

a. Data Summary

PURPOSE:	The purpose of this report is to provide a hard copy listing which is generated as a result of the automated workcounts generated by MOCAS for unit cost definition and by appropriate customer.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Monthly
SORT SEQUENCE:	By Voucher in TD Sequence.
TOTALS:	Total number of Vouchers by Number. Total Disbursement Amount per Voucher Number.

16.152 UNPG400C - MONTHLY VOUCHER LEVEL REPORT (CONT'D)

b. Sample Report Page 1

DATE 99 DEC 03											PAGE 1
MONTHLY VOUCHER LEVEL											
BYACT	FY	T SN	TD	CAL	DSSN	VOUCHER NO.	VOUCHER DISR TYPE	DISB AMOUNT	SHIPMENT NUMBER	DISB DATE	RM1 CODE
NO0383 94 G B5 01				0024	8538	G16-01	1	33,344.00	FI50015	12/01/99	820
TOTAL								\$33,344.00			
SP0730 96 D 80 02				0001	8538	G16-02	C	4,800.00	PMP0001	12/01/99	MNLRM
SP0730 96 D 80 02				0001	8538	G16-02	C	4,800.00	PMP0003	12/01/99	MNLRM
SP0730 96 D 80 02				0001	8538	G16-02	C	4,800.00	PMP0001	12/01/99	MNLRM
SP0730 96 D 80 02				0001	8538	G16-02	C	4,800.00	PMP0003	12/01/99	MNLRM
TOTAL							4	\$19,200.00			
NO0104 93 G A0 40				5020	8538	G16-03	E	13,084.72	ADD0003	12/01/99	820
NO0104 93 G A0 40				5020	8538	G16-03	E	13,084.72	ADD0003	12/01/99	820
TOTAL							2	\$26,169.44			
SP0900 98 C RP 03					6469	H319-01	E	6,000.00	RLP0006	12/03/99	820
UAAH01 97 C 00 94					6469	H319-01	E	350,453.80	PLC0002	12/01/99	820
DAAH01 97 C 00 94					6469	H319-01	E	175,226.90	PLC0001	12/01/99	820
TOTAL							3	\$531,680.70			
SP0500 97 M B5 00					6469	H319-02	C	707.00	PLY0003	12/01/99	MNLRM
LO4606 95 G 02 06				UD06	6469	H319-02	E	6,565.00	ATA00032	12/03/99	820
DAAH01 97 C 00 94					6469	H319-02	C	23,718.18	S-R0223	11/26/99	MNLRM
DAAH01 97 C 00 94					6469	H319-02	L	350,453.80	P-D0002	12/01/99	820
DAAH01 97 C 00 94					6469	H319-02	E	175,226.90	P-D0001	12/01/99	820
TOTAL							5	\$556,370.88			
SP0600 97 M B5 00					6469	H319-03	C	707.00	PLY0003	12/01/99	MNLRM
SP0430 97 M P1 06					6469	H319-03	C	1,955.35	RNC00017	12/01/99	MNLRM
SP0500 97 M L1 08					6469	H319-03	C	643.50	CSF0001	12/03/99	MNLRM
DAAH01 96 P 10 50					6469	H319-03	E	1,043.00	CAD0002	11/26/99	820
DAAH01 96 P 10 50					6469	H319-03	E	1,043.00	CAD0001	11/26/99	820
TOTAL							5	\$5,391.85			
SP0100 96 F 00 39					6469	H319-04	E	25,932.80	ADT0001	11/26/99	820
SP0500 96 M 5W 53					6469	H319-04	C	6,661.55	MLC0001	12/01/99	MNLRM
SP0500 96 M 5W 53					6469	H319-04	C	6,181.46	MLC0002	12/01/99	MNLRM
SP0500 96 M 5W 53					6469	H319-04	C	6,661.55	MLC0001	12/01/99	MNLRM
SP0500 96 M 5W 53					6469	H319-04	C	6,181.46	MLC0002	12/01/99	MNLRM
TOTAL							5	\$61,618.82			
SP0970 97 M 01 91					6469	H319-05	C	15.00	ESC00012	12/01/99	MNLRM
SP0970 97 M 01 91					6469	H319-05	C	1,740.00	ESC00012	12/01/99	MNLRM
SP0970 97 M 01 91					6469	H319-05	C	1,810.20	ESC00017	12/01/99	MNLRM
TOTAL							3	\$3,565.20			
SP0100 96 D CA 97				0001	6469	H319-06	E	1,716.13	BSW0014	12/01/99	820
SP0100 96 D CA 97				0001	6469	H319-06	E	1,711.03	BSW0013	12/01/99	820
SP0100 96 D CA 97				0001	6469	H319-06	E	1,716.13	BSW0014	12/01/99	820
SP0100 96 D CA 97				0001	6469	H319-06	F	1,711.03	BSW0013	12/01/99	820
TOTAL							4	\$6,854.32			

16.152 UNPG400C - MONTHLY VOUCHER LEVEL REPORT (CONT'D)

Sample Report Page 2

REPORT NUMBER UNPG400C				DATE 99 DEC 03		MONTHLY VOUCHER LEVEL		PAGE 2				
BYACT	FY	TSN	TO	CALL	DSSN	VOUCHER NO.	VOUCHER DISB TYPE	DISB AMOUNT	SHIPMENT NUMBER	DISB DATE	REMIT CODE	
SPO100	95	D	CA	97	0002	6469	H319-07	C	1,729.85	BSW0014	12/01/99	MNLRM
SPO100	96	D	CA	97	0002	6469	H319-07	C	1,724.75	BSW0013	12/01/99	MNLRM
SPO100	96	D	CA	97	0002	6459	H319-07	C	1,729.85	BSW0014	12/01/99	MNLRM
SPO100	96	D	CA	97	0002	6459	H319-07	C	1,724.75	BSW0013	12/01/99	MNLRM
TOTAL								\$6,909.20				
FO4701	85	C	O1	01	8541	K236-01	E	1,221,144.00	ACD0328	12/01/99	820	
FO4701	85	C	O1	01	8541	K236-01	E	189,872.00	ACD0327	12/01/99	820	
FO4701	85	C	O1	01	8541	K236-01	E	388,984.00	ACD0328	12/01/99	820	
FO4606	95	G	OO	06	8541	K236-01	E	28,525.00	ATN00027	12/03/99	820	
TOTAL								\$1,828,525.00				
FO4701	85	C	O1	01	8541	K236-02	E	1,221,144.00	ACD0328	12/01/99	820	
FO4701	85	C	O1	01	8541	K236-02	E	189,872.00	ACD0327	12/01/99	820	
FO4701	85	C	O1	01	8541	K236-02	E	388,984.00	ACD0328	12/01/99	820	
F34601	96	C	O4	06	8541	K236-02	E	44,666.00	PLD00002	12/01/99	820	
F04606	95	G	OO	06	8541	K236-02	E	4,060.25	ATN00042	12/03/99	820	
F42610	95	D	OO	19	8541	K236-02	E	100.00	REF0001	11/26/99	820	
TOTAL								\$1,848,846.25				
F15628	96	M	O1	07	8541	K236-03	E	7,585.00	ABC00012	12/01/99	820	
F42620	96	M	O3	09	8541	K236-03	E	720.00	CSFG0001	12/03/99	MNLRM	
F34601	92	G	OO	24	0163	K236-03	E	57.90	MDD0338	11/26/99	820	
TOTAL								\$8,372.90				
F33657	97	C	U5	15	8541	K236-04	E	600,000.00	ABC00017	12/03/99	820	
F41608	96	C	O5	39	8541	K236-04	C	2,437.00	CAR0033	11/26/99	MNLRM	
F41608	96	C	O5	39	8541	K236-04	C	2,437.00	CAR0031	11/26/99	MNLRM	
TOTAL								\$604,994.00				

Sample Report Page 3

16-1-916

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTIONS</u>
REPORT NUMBER UNPG400C	Monthly Voucher Level Report via MORDS to ORS.
BYACT	A code that identifies the activity that issued the procurement instrument. See FAR, appendix N, for the list of buying activities.
FY	Fiscal Year.
T	Contract Type.
SN	Serial Number.
TD	Terminal Digit, a method of sequencing contracts using digits in the contract number.
CALL	Supplementary Procurement Instrument Identification Number. A four position number identifying an order for a contract, a BOA or a BPA.
DSSN	Disbursing Station Symbol Number. The First four positions of the Accounting station assigned by the Treasury Department to all U.S. Government Disbursing stations.
VOUCHER NO.	An alpha/numeric code assigned to a specific voucher.
VOUCHER DISB TYPE	Single digit alpha code used to identify the disbursement type, C for Check or EFT for Electronic Funds Transfer.
DISB AMOUNT	The gross amount disbursed at the shipment level.
SHIPMENT NUMBER	A seven position alpha/numeric code assigned to a specific invoice. The first three positions must be alpha (A-Z) and the next four must be numeric (0001-9999). The eighth position is a Z that is used to identify the final shipment on a contract.
DISB DATE	The date in which disbursements are made.
REMIT CODE	Code used to identify the type of remittance, EDI (820), or Manual Remittance (MNLRM).

16.153 UNPG410A - DAILY INVOICE LEVEL REPORT

a. Data Summary

PURPOSE:	The purpose of this report is to provide a hard copy listing which is generated as a result of the automated workcounts generated by MOCAS for unit cost definition and by appropriate customer.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - Daily
SORT SEQUENCE:	The report shall be sorted by TD sequence.
TOTALS:	Number of Invoices. Total amount of Invoices.

16.153 UNPG410A - DAILY INVOICE LEVEL REPORT (CONT'D)

b. Sample Report

REPORT NUMBER UNPG410A DATE 00 JAN 24 PAGE 1

D A I L Y I N V O I C E L E V E L

ORG	BYACT	FY	T	SN	TD	CALL	INVOICE AMOUNT	SHIP NO	M O C S INV NUM	PROC DATE	DSSN	INV TYPE	CAGE	ADPE	CONTR TYPE	PAY TYPE
GB	N00383	99	D	01	0F	7000	13,514.00	DSD0022	3620	01/24/00	8538	MNLOT	26916	020972	850	2
GB	DAAH01	95	G	00	01	0009	76,058.00	DSD0016	3598	01/24/00	6469	MNLOT	26916	020977	MNLCO	2
LP	F41689	97	G	00	01	5001	143,150.00	FWD0002	00000000	01/24/00	8541	MNLOT	81755	021646	MNLCO	2
GB	F34601	98	G	00	02	TY13	771.00	DSD0001Z	3618	01/24/00	6469	MNLOT	26916	020984	850	1
GB	F34601	98	G	00	02	UB50	13,240.00	DSD0001Z	3619	01/24/00	6469	MNLOT	26916	020985	850	1
NS	N00104	96	D	C5	11	0261	35,709.00	TWI0002	22223	01/24/00	8538	MNLOT	50188	021311	MNLCO	2
NS	N00104	96	D	C5	11	0262	34,531.00	TWI0003	22259	01/24/00	8538	MNLOT	50188	022093	MNLCO	2
NS	N00104	96	D	C5	11	0263	30,934.00	TWI0002Z	22222	01/24/00	8538	MNLOT	50188	021312	ECC	1
GB	DAAB07	96	C	S6	17		3,540.00	DSD0027	3572	01/24/00	6469	MNLOT	26916	021470	MNLCO	2
GB	N00383	96	G	00	3D	0035	5,174.00	DSD0056	3622	01/24/00	8538	MNLOT	26916	020969	MNLCO	2
GB	F33657	98	C	00	37		11,274.00	DSD0041	3634	01/24/00	8541	MNLOT	26916	020286	MNLCO	2
GB	F09603	98	D	02	39	0013	5,492.00	WRD0012	3601	01/24/00	8541	MNLOT	26916	020296	MNLCO	2
GB	F41608	93	C	00	64		92,522.00	DSD0098	3624	01/24/00	8541	MNLOT	26916	020454	MNLCO	2
GRAND TOTAL								13		\$465,909.00						

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPG410A	The Daily Invoice Level Report is automatically provided via MORDS to ORS for any voucher transaction created during the nightly MOCAS batch cycles.
ORG	Organizational Code. The organizational element of a DCMD to which administration responsibility for the contractor.
BYACT	A code that identifies the activity that issued the procurement instrument. See FAR, appendix N for the list of Buying Activities.
FY	Fiscal Year.
T	Contract Type.
SN	Serial Number.
TD	Terminal Digit
CALL	Supplementary Procurement Instrument Identification Number. A four position number identifying an order for a contract, a BOA or a BPA.
INVOICE AMOUNT	The amount the contractor is billing the Government for services and/or deliveries made.
SHIP NO	A seven position alpha/numeric code assigned to a specific invoice. The first three characters must be alphas (A-Z) and the next four must be numeric (0001-9999). The eighth character is a Z that is used to identify the final shipment on a contract.
INV NUM	The number used to identify the contractors' request for payment.
PROC DATE	Process Date represents the date (YYMMDD) the transaction was processed.
DSSN	Disbursing Station Symbol Number. The first four positions of the accounting station assigned by the Treasury Department to all U.S. Government disbursing stations.

REPORT ELEMENTELEMENT DESCRIPTION

INV TYPE

The contractor's claim for payment or a bill for goods received or services performed for the Government in accordance with a commercial contractual agreement. These codes are applicable to the AWC system:

Progress Payment (P)	MNLPP
Cost Type (C)	MNLBV
Cost Type (C)	MNLSE
Cost Type (C)	MNLAC
Cost Type (C)	MNLSU
Cost Type (C)	MNLMD
Cost Type (C)	MNLAD
Cost Type (C)	MNLPC
Cost Type (C)	MNLTR
Inv for refund	MNLRF
Terminating CO Auth. Pay	MNLTC
Inv Terminating Line Contr.	
Shipment not on an Org Inv	MNLZZ
	MNLPB
	MNLCI
All others - Deliverable (D)	MNLOT
EDI - Commercial Invoice	810CI
Progress Payment	810PP
Public	810PV

CAGE

The Commercial and Government Entity (CAGE) is a code assigned to each contractor for identification purposes.

ADPE

A unique number used to identify each invoice in the system.

CONTR TYPE

Identifies the following specific types of contract codes applicable to the AWC system:

EDI Contract	850
Manual Contract	MNLCO
Electronic Commerce	ECC

PAY TYPE

One position code that identifies a payment as final, partial, progress payment, etc.

16.154 UNPG410B - WEEKLY INVOICE LEVEL REPORT

a. Data Summary

PURPOSE:	The purpose of this report is to provide a hard copy listing which is generated as a result of the automated workcounts generated by MOCAS for unit cost definition and by appropriate customer.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - Weekly
SORT SEQUENCE:	The report shall be sorted by TD sequence.
TOTALS:	Number of Invoices. Total Amount of Invoices.

16.154 UNPG410B - WEEKLY INVOICE LEVEL REPORT (CONT'D)

b. Sample Report Page 1

REPORT NUMBER UNPG410B		DATE 99 DEC 03		WEEKLY INVOICE LEVEL -		PAGE									
ORG	BYACT	FY	TSN	TD	CALL	INVOICE AMOUNT	SHIP NO	INV NUM	PROC DATE	DSSN	INV TYPE	CAGE	ADPE	CONTR TYPE	PAY TYPE
NS	SP0300	98	C	RP	C3	5,000.00	RLP0006	RLP0006	08/04/98	6469	MNLOT	01534	200006	MNLCC	2
ND	F04606	95	G	00	05	28,525.00	ATN0002Z	ATN0002Z	12/30/96	8541	MNLOT	19133	045810	MNLCC	1
ND	F04606	95	G	00	05	4,080.25	ATN0004Z	ATN0004Z	12/31/96	8541	MNLOT	19133	046154	MNLCC	1
ND	F04606	95	G	00	05	6,565.00	ATN0003Z	ATN0003Z	12/12/96	6469	MNLOT	19133	041568	MNLCC	1
NS	SP0500	97	M	L1	08	643.50	CSF0001	CSF0001	04/07/99	6469	MNLOT	37059	020354	ECC	2
NS	F42820	96	M	Q3	08	720.00	CSF0001	CSF0001	03/30/99	8541	MNLOT	05AL4	020338	MNLCC	2
NM	I33657	97	C	US	15	600,000.00	ABC00017	ABC0001Z	03/28/97	8541	MNLOT	81205	867514	MNLCC	1

16.154 UNPG410B - WEEKLY INVOICE LEVEL REPORT (CONT'D)

Sample Report Page 2

REPORT NUMBER UNPG410B		DATE 99 DEC 03	PAGE 2
WEEKLY INVOICE LEVEL			
DRG	BYACT	FY T SN TD CALL	INVOICE AMOUNT
SHIP NO	INVT NUM	PRDC DATE	ESSN
INV TYPE	CAGE	ADPE	CONTR TYPE
PAY	TYPE		
GRAND TOTAL		7	\$646,533.75

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPG410B	The Weekly Invoice Level Report is automatically provided via MORDS to ORS for any voucher transaction created during the nightly MOCAS batch cycles.
ORG	Organizational Code. The organizational element of a DCMD to which administration responsibility for the contractor.
BYACT	A code that identifies the activity that issued the procurement instrument. See FAR, appendix N for the list of Buying Activities.
FY	Fiscal Year.
T	Contract Type.
SN	Serial Number.
TD	Terminal Digit
CALL	Supplementary procurement instrument identification number. A four position number identifying an order for a contract, a BOA or a BPA.
INVOICE AMOUNT	The amount the contractor is billing the Government for services and/or deliveries made.
SHIP NO	A seven position alpha/numeric code assigned to a specific invoice. The first three characters must be alphas (A-Z) and the next four must be numeric (0001-9999). The eighth character is a Z that is used to identify the final shipment on a contract.
INV NUM	The number used to identify the contractors' request for payment.
PROC DATE	Process Date represents the date (YYMMDD) the transaction was processed.
DSSN	Disbursing Station Symbol Number. The first four positions of the accounting station assigned by the Treasury Department to all U.S. Government disbursing stations.

REPORT ELEMENTELEMENT DESCRIPTION

INV TYPE

The contractor's claim for payment or a bill for goods received or services performed for the Government in accordance with a commercial contractual agreement. These codes are applicable to the AWC system:

Progress Payment (P)	MNLPP
Cost Type (C)	MNLBV
Cost Type (C)	MNLSE
Cost Type (C)	MNLAC
Cost Type (C)	MNLSU
Cost Type (C)	MNLMD
Cost Type (C)	MNLAD
Cost Type (C)	MNLPC
Cost Type (C)	MNLTR
Inv for refund	MNLRF
Terminating CO Auth. Pay	MNLTC
Inv Terminating Line Contr.	
Shipment not on an Org Inv	MNLZZ
	MNLPB
	MNLCI
All others - Deliverable (D)	MNLOT
EDI - Commercial Invoice	810CI
Progress Payment	810PP
Public Voucher	810PV

CAGE

The Commercial and Government Entity (CAGE) is a code assigned to each contractor for identification purposes.

ADPE

A unique number used to identify each invoice in the system.

CONTR TYPE

Identifies the following specific types of contract codes applicable to the AWC system:

EDI Contract	850
Manual Contract	MNLCO
Electronic Commerce	ECC

PAY TYPE

One position code that identifies a payment as final, partial, progress payment, etc.

16.155 UNPG410C - MONTHLY INVOICE LEVEL REPORT

a. Data Summary

PURPOSE:	The purpose of this report is to provide a hard copy listing which is generated as a result of The automated workcounts generated by MOCAS for unit cost definition and by appropriate customer.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	As Required - Monthly
SORT SEQUENCE:	The report shall be sorted by TD sequence.
TOTALS:	Number of Invoices. Total Amount of Invoices.

16.155 UNPG410C - MONTHLY INVOICE LEVEL REPORT (CONT'D)

b. Sample Report Page 1

REPORT NUMBER UNPG410C										DATE 99 DEC 03	MONTHLY INVOICE LEVEL		PAGE 1			
ORG	BYACT	FY	SA	TO	CALL	THWICE	AMOUNT	SHIP NO	INVTUM	PROG DATE	ESSN	INV TYPE	CAGE	ADPE	CONTR TYPE	PAY TYPE
NS	SP0500	97	M	B5	00		707.00	PLY0003	BUZ00003	12/01/99	6469	81002	87059	206543	ECC	2
NM	FO4701	85	C	01	01		384.584.00	AC00326	96150396	12/01/99	8541	MNLC0	81205	042136	MNLC0	2
NM	FO4701	85	C	01	01		189.872.00	AC00327	96150327	12/01/99	8541	MNLC0	81205	043137	MNLC0	2
NM	FO4701	85	C	01	01		1,221,144.00	AC00328	96150328	12/01/99	8541	MNLC0	81205	043138	MNLC0	2
NM	NO0383	94	G	B5	01	0024	33,344.00	EL50015	RD002P	12/01/99	8538	MNLC0	40884	043223	MNLC0	2
NS	SP0730	96	D	80	02	0001	4,800.00	PMPO001	924172	12/01/99	8538	MNLC0	30076	416770	MNLC0	2
NS	SP0730	96	D	80	02	0001	4,800.00	PMPO001	924174	12/01/99	8538	MNLC0	30076	446769	MNLC0	2
NS	SP0900	98	C	RP	03		6,000.00	RLPO006	RLPO006	08/04/98	6469	MNLC0	01534	200006	MNLC0	2
NM	F34601	96	C	C4	06		44,666.00	PI00002	CD01	12/01/99	8541	MNLC0	81205	870305	MNLC0	2
NM	F04606	95	G	00	06	SA07	28,525.00	ATN00022	ATN00022	12/30/96	8541	MNLC0	19133	045810	MNLC0	1
ND	F04606	95	G	00	06	SA09	4,080.25	ATN00042	ATN00042	12/31/96	8541	MNLC0	19133	046194	MNLC0	1
NO	F04606	95	G	00	06	UD06	6,565.00	ATN00032	ATN00032	12/12/96	6469	MNLC0	19133	041568	MNLC0	1
NS	SP0430	97	M	P1	06		1,955.35	RNC00012	78490	12/01/99	6469	MNLC0	29192	444028	MNLC0	1
NM	F19628	96	M	01	07		7,585.00	ABCO0012	ABC1	12/01/99	8541	MNLC0	81205	857634	MNLC0	1
NS	SP0500	97	M	L1	08		643.50	CSFO001	CSFO001	04/01/99	6469	MNLC0	87059	030034	LCC	2
NS	F42620	96	M	D3	08		720.00	CSFO001	CSFO001	05/30/99	8541	MNLC0	05414	020038	MNLC0	2
NM	F33857	97	C	US	15		600.000.00	ABCO0012	ABCO0012	03/28/97	8541	MNLC0	81205	867814	MNLC0	1
NM	F42610	95	D	00	19	0007	100.00	RET3001	XXXXXXXX	11/26/99	8541	MNLC0	81205	313999	MNLC0	2
NM	F34601	92	G	00	24	0163	67.90	MD00338	96150338	11/26/99	8541	MNLC0	81205	044756	MNLC0	2
NS	DA4001	95	C	00	29		23,418.18	SE00220	ARM7220	11/26/99	6469	MNLC0	044K4	448877	MNLC0	2
NS	F41608	96	C	05	39		2,497.00	CAR0001	LO001	11/26/99	8541	81001	05063	206551	MNLC0	2
NS	F41608	96	C	05	39		2,497.00	CAR0003	LO003	11/26/99	8541	81001	05063	206552	MNLC0	2
NS	SP0100	96	F	CR	39		29,932.80	AD10001	0	11/26/99	6469	MNLC0	81205	441656	MNLC0	2
NS	NO01C4	92	G	AC	40	5020	13,084.72	AD00003	412156	12/01/99	8538	MNLC0	81205	441656	MNLC0	2
NM	DA4001	96	P	10	50		1,043.00	CAD0001	TEST1	11/26/99	6469	MNLC0	81205	344111	MNLC0	2
NM	DA4001	96	P	10	50		1,043.00	CAD0002	XCXCXC	11/26/99	6469	MNLC0	81205	344111	MNLC0	2
NS	SP0500	96	M	SW	53		6,561.52	MLC0001	20076	12/01/99	6469	MNLC0	87059	437741	MNLC0	2
NS	SP0500	96	M	SW	53		9,181.45	MLC0002	20077	12/01/99	6469	MNLC0	87059	438216	MNLC0	2
NS	SP0970	97	M	01	91		1,810.20	ES000012	5613	12/01/99	6469	MNLC0	07N16	449456	MNLC0	1
NM	DA4001	97	C	00	94		175,126.90	PL00001	0001	12/01/99	6469	MNLC0	81205	890374	ECC	2
NM	DA4001	97	C	00	94		350,453.80	PL00002	0002	12/01/99	6469	MNLC0	81205	890375	ECC	2
NS	SP0100	96	D	CA	97	0001	1,711.03	BSW0013	BSW13	12/01/99	6469	MNLC0	28446	449085	MNLC0	2
NS	SP0100	96	D	CA	97	0001	1,716.13	BSW0014	BSW14	12/01/99	6469	MNLC0	28446	449085	MNLC0	2
NS	SP0100	96	D	CA	97	0002	1,724.75	BSW0013	BSW13	12/01/99	6469	MNLC0	28446	449085	MNLC0	2
NS	SP0100	96	D	CA	97	0002	1,729.85	BSW0014	BSW14	12/01/99	6469	MNLC0	28446	449085	MNLC0	2

Sample Report Page 2

16-1-929

c. Report Element Description

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
REPORT NUMBER UNPG410C	The Monthly Invoice Level report is automatically provided via MORDS to ORS for all voucher transaction created during the month for the monthly MOCAS batch cycles.
ORG	Organizational Code. The organizational element of a DCMD to which administration responsibility for the contractor.
BYACT	A code that identifies the activity that issued the procurement instrument. See FAR, appendix N, for the list of Buying Activities.
FY	Fiscal Year.
T	Contract Type.
SN	Serial Number.
TD	Terminal Digit
CALL	Supplementary Procurement Instrument Identification Number. A four position number identifying an order for a contract, a BOA or a BPA.
INVOICE AMOUNT	The amount the contractor is billing the Government for services and/or deliveries made.
SHIP NO	A seven position alpha/numeric code assigned to a specific invoice. The first three characters must be alphas (A-Z) and the next four must be numeric (0001-9999). The eighth character is a Z that is used to identify the final shipment on a contract.
INV NUM	The number used to identify the contractors' request for payment.
PROC DATE	Process Date represents the date (YYMMDD) the transaction was processed.
DSSN	Disbursing Station Symbol Number. The first four positions of the accounting station assigned by the Treasury Department to all U.S. Government disbursing stations.

REPORT ELEMENTELEMENT DESCRIPTION

INV TYPE

The contractor's claim for payment or a bill for goods received or services performed for the Government in accordance with a commercial contractual agreement. These codes are applicable to the AWC system:

Progress Payment (P)	MNLPP
Cost Type (C)	MNLBV
Cost Type (C)	MNLSE
Cost Type (C)	MNLAC
Cost Type (C)	MNLSU
Cost Type (C)	MNLMD
Cost Type (C)	MNLAD
Cost Type (C)	MNLPC
Cost Type (C)	MNLTR
Inv for refund	MNLRF
Terminating CO Auth. Pay	MNLTC
Inv Terminating Line Contr.	
Shipment not on an Org Inv	MNLZZ
	MNLPB
	MNLCI
All others - Deliverable (D)	MNLOT
EDI - Commercial Invoice	810CI
Progress Payment	810PP
Public Voucher	810PV

CAGE

The Commercial and Government Entity (CAGE) is a code assigned to each contractor for identification purposes.

ADPE

A unique number used to identify each invoice in the system.

CONTR TYPE

Identifies the following specific types of contract codes applicable to the AWC system:

EDI Contract	850
Manual Contract	MNLCO
Electronic Commerce	ECC

PAY TYPE

One position code that identifies a payment as final, partial, progress payment, etc.

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